



COMMAND ORGANIZATION MANUAL

JUL 18 1994

(10) Ensures a safe and healthy work environment is promoted at the Readiness Command and at subordinate commands.

(11) Provides administrative and technical support to the Director of Health Services and other staff personnel as required.

(12) Serves as the point of contact for day-to-day management of health services issues.

62. Assistant Health Services Administrators (N91A/B/C)

a. Basic Function. Under the direction of the Health Services Supervisor (N91), assist with the administration of health service programs within the REDCOM.

b. Tasks

(1) Provides professional guidance to Naval Reserve activities on the administration of health services.

(2) Provides administrative and technical support to the Director of Health Services (N9), and other staff SELRES medical personnel, as required.

(3) Prepares draft and smooth correspondence, messages and other documents for the Health Services Department.

(4) Answers telephonic inquiries and directs callers to the correct individual to address the issue.

(5) Maintains all files and records for the Health Services Department.

(6) Performs other duties as assigned.



DEPARTMENT OF THE NAVY

NAVAL RESERVE READINESS COMMAND REGION TWENTY TWO
BUILDING 2102, NAVAL STATION
EVERETT, WASHINGTON 98207-2600

5400
Ser N01A/ 0913
18 Jun 97

From: Commander, Naval Reserve Readiness Command Region
Twenty-two

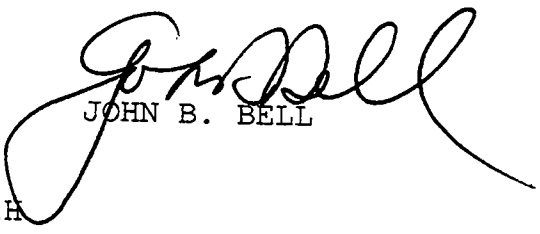
Subj: NAVAL RESERVE READINESS COMMAND REGION TWENTY-TWO
ORGANIZATION MANUAL

Encl: (1) COMNAVSURFRESFORINST 5400.2B

1. Purpose. To issue the Naval Reserve Readiness Command Region
Twenty-two Organizational Manual.

2. Action. This manual is effective upon receipt and is issued
for compliance by all personnel attached to or serving with, the
staff of Commander, Naval Reserve Readiness Command Region
Twenty-two and for information of subordinate centers/facilities
and units.

3. Appendixes and Changes. Since the basic instruction issued
as enclosure (1) contained only the primary staff billets at the
Readiness Command, Appendix B has been added to be used in
conjunction with the basic instruction. It provides job
descriptions, and in some instances additional tasks, for all the
billets on the Readiness Command staff. Changes or amendments
shall be made by numbered changes.


JOHN B. BELL

Distribution:

NAVRESREDCOMREG22INST 5216.1H
Lists A, B, C (FR10 and FR11 only)

JUN 18 1997

(3) Coordinates with the Marine Corps Liaison Officer to ensure adequate health care support for the Selected Marine Corps Reserve.

(4) Serves as the medical advisor for the REDCOM staff providing direct liaison to physicians in the region.

61. Health Services Supervisor (N91)

a. Additional Tasks

(1) Serves as the Director's representative at REDCOM department staff and budget meetings.

(2) Conducts assist visits/inspections of assigned Reserve activities.

(3) Provides administrative support to the Director of Health Services (N9).

(4) Supervises and acts as Division Officer for Health Services.

(5) Provides professional guidance and technical advice to the active duty Medical Department Representatives (MDRs) at all subordinate activities to include HIV testing and handling of positive members, Physical Readiness/Command Fitness Program, Panographs, Physical and Dental Examinations, Immunizations and Tobacco Prevention.

(6) Monitors fiscal and facility assets and requirements of assigned subordinate activities by active involvement with the medical operations budget.

(7) Coordinates medical support programs for contract physicians, HIV testing, and other services.

(8) Maintains liaison with COMNAVRESFOR and BUMED for matters involving ill/injured SELRES personnel.

(9) Monitors the medical administration of personnel in a Not Physically Qualified (NPQ) and Notice of Eligibility (NOE) status.

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(3) Performs obligation validation reviews, considering unliquidated obligations and unobligated balances, in order to fulfill the legal requirement for fiscal year-end certification and to eliminate erroneous obligations.

(4) Monitors the status of reimbursable orders to ensure the timely collection of accounts receivable and that such transactions are not procured in excess of amount of orders.

(5) Reconciles memorandum records with official accounting records including reimbursable and prior year transactions. Distributes completed reconciliation reports to appropriate cost centers. Monitors any corrections which need to be made by cost center personnel.

(6) Coordinates major claimant accounting reporting requirements with the Defense Finance and Accounting Service (DFAS). Reviews and analyzes new and proposed regulations, or policies and procedures issued by higher authority; and implements new policies/procedures or makes recommendations on proposals, as required.

(7) Develops and/or coordinates reporting systems within the command to capture accounting data necessary for management purposes.

(8) Analyzes fiscal reports and accounting returns of field activities to ensure conformity with current directives and to promote consistency in financial management programs.

(9) Performs timekeeping operations, maintenance of civilian pay, leave and time cards.

60. Director of Health Services (N9)

a. Additional Tasks

(1) Monitors, evaluates and coordinates medical resources within REDCOM 22 to ensure all Reserve activities are providing and/or receiving periodic physical examinations.

(2) Provides oversight and guidance to Reserve activities for the HIV and physical readiness programs.



DEPARTMENT OF THE NAVY

COMMANDER NAVAL SURFACE RESERVE FORCE

NEW ORLEANS, LOUISIANA 70146-5100

IN REPLY REFER TO

COMNAVSURFRESFORINST 5400.2B

N7

3 DEC 1996

COMNAVSURFRESFORINST 5400.2B

Subj: NAVAL RESERVE READINESS COMMAND (NAVRESREDCOM)
ORGANIZATION MANUAL

Encl: (1) Sample letter of Issuance

1. Purpose. To provide the organization and set forth the duties and responsibilities of personnel assigned to NAVRESREDCOMs.
2. Cancellation. COMNAVSURFRESFORINST 5400.2A
3. Discussion. This instruction provides the detailed organization and guidance to carry out the implementation of the NAVRESREDCOM Organization Manual. To ensure effective management and standardization of the structure of NAVRESREDCOMs, this organization shall be implemented in each of the NAVRESREDCOMs subordinate to Commander, Naval Surface Reserve Force.
4. Action. All NAVRESREDCOMs will implement the organization manual by 1 January 1997. Enclosure (1) provides a sample letter of issuance which may be used.

F. W. Harness
F. W. HARNESS

Distribution: (COMNAVRESFORINST 5218.2A)
List B1 (23C only)
B2 (FR9 only)

Copy to: (COMNAVRESFORINST 5218.2A)
List A (A3 (N05R, N09R), A5 only)
List B2 (26B3, FR10, FR11, FR23 only)

~~UN~~ 18 ~~NSW~~

(5) Monitors and manages Inter/Intra-Service Support Agreements (ISSA).

(6) Conducts consolidated accounting functions/reporting.

(7) Conducts financial management training for staff and subordinate activity personnel.

(8) Immediately reports anticipated or actual over-expenditure or other financial violations.

(9) Prepares directives and instructions on financial management.

(10) Monitors and reviews regional American Express government charge card program.

58. Budget Analyst (N81)

a. Additional Tasks

(1) Issues O&MNR OPTAR funds.

(2) Maintains civilian end strength records and monitors civilian payroll execution.

(3) Reviews and evaluates the adequacy and effectiveness of budgetary procedures. Conducts financial reviews of subordinate activities, inspecting and assisting personnel, as required.

59. Budget Assistants (N82, N821, N822, N823, N824)

a. Additional Tasks

(1) Applies, for accounting purposes, provisions of substantive law relating to the availability of appropriated funds.

(2) Develops internal procedures for the issuance of commitment and obligation documents; monitor the preparation of those documents which will pass financial responsibilities. Maintain document files in support of obligations and expenditures.

~~JUN 18 1997~~

(6) Tracks and reports overall medical readiness of Selected Reservists in the region. Prepares medical readiness information and provides the medical readiness portion of the monthly readiness brief.

(7) Conducts PRIMUS audits as directed.

(8) Conducts Credentialing of health care providers assigned in the region.

(9) Coordinates medical contributory support opportunities between active duty commands and Reserve medical units.

(10) Reviews plans and provides guidance on establishment and manning of new medical units.

(11) Performs other duties as directed.

56. Mobilization Officer (N52)

a. Additional Tasks

(1) Represents the NAVRESREDCOM in its roles as Senior Reserve Advisor (SRA) for the Navy and Mobilization Processing Site (NMPS) at Bangor, Washington.

57. Comptroller (N8)

a. Additional Tasks

(1) Provides Operating Targets (OPTARS) to activity commanding officers and designated cost centers; monitor expenditures for proper execution.

(2) Manages Civilian Personnel (CIVPERS) budget allocations; coordinate civilian payroll and timekeeping functions.

(3) Maintains financial records per appropriate direction and policy.

(4) Conducts budget analyses for cost effective mission accomplishments.

3 DEC 1996

SAMPLE LETTER OF ISSUANCE

DEPARTMENT OF THE NAVY
COMMANDER, NAVAL RESERVE READINESS COMMAND REGION _____

From: Commander, Naval Reserve Readiness Command Region _____
To: Distribution

Subj: NAVAL RESERVE READINESS COMMAND _____ ORGANIZATION MANUAL

1. Purpose. To issue the Naval Reserve Readiness Command _____ Organizational Manual.
2. Action. This manual is effective upon receipt and is issued for compliance by all personnel attached to or serving with, the staff of Commander, Naval Reserve Readiness Command Region _____ and for the information of subordinate center/facilities and units.
3. Appendixes and Changes. Staff orders or instructions applicable to all members of the staff may be appended to this manual. Changes or amendments shall be made by numbered changes.

READINESS COMMANDER

Distribution:

JUN 18 1997

(5) Conducts dental examinations as member of the Mobile Dental Team; coordinates the Mobile Dental Team visits to Reserve Activities.

(6) Coordinates contributory support opportunities between active duty gaining commands and Reserve dental units.

(7) Tracks and reports overall dental readiness of Selected Reservists in the region. Prepares dental readiness information and provides the dental readiness portion of the monthly readiness brief.

(8) Works with the Training Officer and Medical Training officer in identifying and executing dental training.

(9) Performs other duties as assigned.

55. Medical Plans/Readiness/Credentialing Officer (N51C)

a. Basic Function. Under the direction of the Plans/Analysis Officer, responsible for the administration, analysis, evaluation and readiness of medical programs within the region. Tracks and reports on medical readiness of assigned personnel. Conducts Credentialing of health care providers.

b. Tasks

(1) Monitors, evaluates and coordinates medical resources within the region to ensure all Reserve activities are providing and/or receiving medical support.

(2) Provides oversight and guidance to Reserve activities for medical readiness issues.

(3) Provides guidance to Naval Reserve Activities on policies, directives, fiscal and facility requirements as they relate to medical support.

(4) Serves as the program advisor for all medical units in the region, providing direct liaison with medical units as required.

(5) Evaluates mobilization/training readiness of assigned medical units. Provides medical units portion of the monthly readiness brief for any medical units below 70% in training.

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b. Tasks

(1) Assists in the monitoring, analyzing and evaluation of the readiness of units assigned per requirements and standards established by higher authority, including COMNAVRESFORINST 3501.1J and COMNAVRESFOR NOTE 3501.

(2) Assists the Readiness Analysis Officer in measuring unit progress, identifying problem areas and trends and keeping the Readiness Analysis Officer and Deputy for Readiness informed.

(3) Assists the Readiness Analysis Officer and Assistant (or Deputy) for Readiness in gathering information and in the preparation of the monthly readiness brief.

(4) Recommends adjustments in training programs and support to attain higher levels of readiness.

(5) Assists with readiness inspections and assist visits when directed.

(6) Performs other duties as assigned.

54. Dental Plans/Readiness Officer (N51B)

a. Basic Function. Under the direction of the Plans/Analysis Officer, manages the administration of dental services and support programs within the region. Tracks and reports on dental readiness of assigned personnel.

b. Tasks

(1) Monitors, evaluates, and coordinates dental resources within the region to ensure all Reserve activities are providing and/or receiving dental examinations.

(2) Provides oversight and guidance to Reserve activities for conducting dental examinations.

(3) Serves as the program advisor for all dental units in the region providing direct liaison with all dentists within the region and evaluates mobilization readiness of dental units.

(4) Identifies Naval Reserve Activities that do not have dental support and determines how dental examinations can be conducted.

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a. Basic Function. Under the direction of the Director, Plans/Analysis, evaluates and analyzes unit and individual readiness and makes recommendations for improving readiness. Directs the Readiness Analysis team members.

b. Tasks

(1) Monitors, analyzes and evaluates the readiness of units assigned per requirements and standards established by higher authority, including COMNAVRESFORINST 3501.1J and COMNAVRESFOR NOTE 3501.

(2) Monitors the active forces operational readiness needs and makes recommendations to meet these needs within the claimancy; recommends readiness goals and objectives.

(3) With assistance from the Management Information Officer, measures unit progress, identifies problem areas and trends and assists with the preparation of the monthly readiness brief.

(4) Establishes and maintains continuous liaison with the full time support Training Office staff at the command to identify goals and objectives and measure readiness progress.

(5) Establishes and maintains liaison with Naval Reserve Activity Commanding Officers to discuss readiness improvements and matters that impact on readiness.

(6) Recommends adjustments in all areas of readiness including personnel, training, medical, administrative and equipment to improve overall readiness and meet readiness objectives.

(7) Works closely with the Training Officer (N71) and Readiness Officer (N51A) to identify training requirements that may affect or improve overall readiness.

(8) Performs other duties as assigned.

53. Plans/Readiness Assistant (N51A3/4)

a. Basic Function. Under the direction of the Readiness Analysis Officer, evaluates and analyzes unit and individual readiness and makes recommendations for improving readiness.

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(11) Conducts assist visits and inspections of subordinate commands as directed.

(12) Performs other duties as directed.

51. Readiness/Plans Assistant (N51B)

a. Basic Function. Primary assistant to the Readiness/Plans Officer (N51A) on all matters concerning readiness and plans.

b. Tasks

(1) Assists with the evaluation and analysis of units assigned per requirements and standards established by higher authority, including COMNAVRESFORINST 3501.1J and COMNAVRESFORNOTE 3501.

(2) Conducts training and readiness assessments to determine suitability of the requested training in improving readiness.

(3) Assists assigned subordinate commands by responding to telephonic or written inquiries regarding issues.

(4) Assists with collection and preparation of readiness data.

(5) Maintains historical records and readiness data.

(6) Maintains liaison with other staff members concerning readiness and/or training and manning issues that affect readiness.

(7) Assists with the coordination of all inspections for the region. Prepares all inspection correspondence.

(8) Conducts assist visits and inspection of subordinate commands as directed.

(9) Performs other duties as directed.

52. Readiness Analysis Officer (N51A2)

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CROSS REFERENCE (LOCATOR) SHEET

COMNAVRESFORINST 5210.1C

DIRECTIVE:

DATE OF DIRECTIVE:

SUBJECT:

SEE: (where publication is maintained)

REMARKS:

Signature of Receipt:

Date

~~JUN~~ 18 1997

50. Plans/Readiness Officer (N51A)

a. Basic Function. Under the direction of the Plans/Analysis Officer serve as the full time support assistant for all plans and readiness issues. Tracks and reports readiness for the region.

b. Tasks

(1) Serves as the day-to-day point of contact for the region on all readiness and plans matters.

(2) Monitors, analyzes and evaluates the readiness of units assigned per requirements and standards established by higher authority, including COMNAVRESFORINST 3501.1J and COMNAVRESFORNOTE 3501.

(3) Conducts training and readiness assessments to determine suitability of the requested training in improving readiness.

(4) Collects and prepares readiness data for statistical analysis.

(5) Analyzes and evaluates statistical data to determine the actual or probable systemic causes of readiness changes.

(6) Records and retains historical readiness statistical data.

(7) Assists with the preparation of readiness and other statistical data for presentation at a monthly briefing.

(8) Conducts liaison with assigned subordinate commands to identify and resolve readiness issues, discuss readiness improvements and matters that impact on readiness.

(9) Recommends adjustments in all areas of readiness including personnel, training, medical, administrative and equipment to improve overall readiness and meet readiness objectives.

(10) Coordinates all inspections for the region. Prepares notification letters, inspection reports and all associated inspection correspondence.

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(1) Provides all administrative support for N5 including word processing support, mail routing, correspondence preparation, message preparation and directives preparation.

(2) Answers telephone calls for the department and refers callers to appropriate action person.

(3) Assists with the preparation of briefings, graphs and statistics and uses various programs such as POWERPOINT, ACCESS and EXCEL to present this data.

49. Plans/Readiness/Analysis Officer (N51)

a. Additional Tasks

(1) Responsible for long range planning for the command, including but not limited to, resource requirements, organization, information, analysis, and future program development.

(2) Assists in the evaluating of unit establishment, disestablishment, realignments or relocations to meet current needs and future requirements.

(3) Coordinates and chairs the annual review of policy issues for input to the Naval Reserve Policy Board.

(4) Establishes procedures to ensure timely follow-up on readiness improvement recommendations; evaluate action taken.

(5) Presents a monthly readiness brief for the Commander, Deputy/Assistant for Mission Effectiveness, and cognizant staff personnel.

(6) Conducts training and readiness assessments to determine suitability of the training in improving readiness.

(7) Coordinates the preparation of the command long range plan and the current year goals and objectives.

(8) Makes visits to subordinate commands and units as the Commander's representative or as required in the performance of duties.

COMNAVRESFORINST 5210.1C

[illegible]

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(5) Directs the establishment of procedures to ensure timely follow-up on readiness improvement recommendations; evaluate action taken.

(6) Identifies and evaluates the effect of deficiencies in resources or management on the ability to attain and sustain a high state of readiness.

(7) Reviews and evaluates proposed unit relocation actions to determine impact on readiness; makes recommendations for unit relocations to improve readiness.

(8) Advises assigned Naval Reserve Activities on proper methods for attainment and maintenance of mobilization readiness.

(9) Directs that training and readiness assessments be conducted to determine suitability of the training in improving readiness.

(10) Directs the actions of the Analysis Officer and assigned personnel.

(11) Directs the actions of the Mobilization Officer.

(12) Prepares briefing material for the Commander.

(13) Coordinates Center/Unit Commanding Officer conferences.

(14) Develops budget issues for the command.

(15) Participates in the staff Executive Steering Committee.

48. Plans/Readiness Administrative Assistant (N5B)

a. Basic Function. Serves as the primary administrative assistant to the N5 directorate. Reports to the Director Plans/Analysis (N5), Plans/Analysis Officer (N51) and Assistant Plans/Analysis Officer (N51A). Performs all administrative support requirements for the directorate.

b. Tasks

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(2) Oversight responsibility for regional video teleconferencing equipment.

(3) Administers the region General Purpose Test Equipment (GPETE). Conducts GPETE assist visits and inspections.

(4) Provides assistance in maintaining the region equipment readiness through management of equipment and systems, maintenance, repair and modernization.

(5) Performs all 3-M functions for the region and provides 3-M assist visits and inspections.

(6) Provides technical review of PMS Feedback Reports, validates maintenance procedures and updates PMS documentation for assigned equipment.

(7) Prepares 3-M related correspondence and responds to 3-M related taskings.

(8) Implements and executes established policy for the acquisition and life cycle support of equipment and systems.

(9) Performs other duties as assigned.

47. Director Plans/Analysis (N5)

a. Additional Tasks

(1) Manages, directs and implements programmatic actions including the formulation of objectives, goals and policy change for assigned Reserve Centers.

(2) Evaluates the Naval Reserve Force roles and missions to plan for execution of manning, training and employment of assigned personnel.

(3) Directs the analysis of unit readiness to meet stated manpower, training, medical, administrative, equipment and resource mobilization requirements.

(4) Recommends to the Readiness Commander and cognizant Naval Reserve Activity Commanding Officers actions to improve readiness where appropriate.

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SECTION IINTRODUCTION

1. Mission. The primary mission of Naval Reserve Readiness Commands is to maintain assigned personnel and equipment in a state of readiness and availability which will provide peacetime support and permit rapid deployment in the event of partial or full mobilization. This is accomplished through the effective management of personnel and resources to train, equip, and otherwise prepare the assigned Naval Reserve units and personnel for mobilization.

2. Chain of Command. The Immediate Superior In Command (ISIC) for all NAVRESREDCOMs is Commander, Naval Surface Reserve Force (COMNAVSURFRESFOR). The Commander, Naval Reserve Readiness Command is the ISIC for all assigned Naval Reserve Center (NAVRESCEN) Commanding Officers. NAVRESCEN is used as a generic term to refer to a NAVRESCEN, Naval Reserve Readiness Center, Naval and Marine Corps Reserve Center, or Naval and Marine Corps Reserve Readiness Center.

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(13) Performs other duties as assigned.

45. Facilities Assistant (Engineering Assistant) (N421A)

a. Basic Function. Under the direction of the Facilities Management Officer and Facilities Assistant, serves as the staff assistant on all facilities and civil engineering matters.

b. Tasks

(1) Assists the Facilities Management Officer (N42) with management of assigned facilities.

(2) Performs engineering aide duties for the Facilities Management Officer.

(3) Performs drafting duties and design review of plans for new facilities or modification/refurbishment of existing facilities.

(4) Provides administrative and computer support to the Facilities Management Officer.

(5) Represents the Facilities Management Officer at design conferences.

(6) Serves as the day-to-day point of contact for the COMNAVSURFRESFOR Director of Facilities for facilities related issues.

(7) Performs other duties as assigned.

46. Facilities Assistant (Electronics/3-M) (N421B)

a. Basic Function. Under the direction of the Facilities Management Officer (N42), serves as staff assistant on all facilities electronic matters. Coordinates and manages all regional combat support equipment. Serves as the staff 3-M Coordinator.

b. Tasks

(1) Assists the Facilities Management Officer with the management of all regional electronic and combat support equipment.

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44. Facilities Assistant (N421)

a. Basic Function. Under the direction of the Facilities Management Officer (N42), serves as staff assistant on all facilities and civil engineering matters.

b. Tasks

(1) Assists the Facilities Management Officer (N42) with conducting Reserve Center facilities inspections as directed.

(2) Maintains Reserve Center project records. Tracks expenditure of special project MRP funds ensuring planned costs are not exceeded.

(3) Assists the Facilities Management Officer (N42) in preparation of facilities budgets and budget support as required.

(4) Assists in the administration of the Command Energy Conservation Program.

(5) Assists in the administration of the Command Environmental and Hazardous Material Control Programs.

(6) Assists in the preparation of the REDCOM 22 Annual Inspection Summary (AIS) report.

(7) Assists in the communications link between Reserve Centers and Engineering Field Activity Northwest.

(8) Maintains individual Reserve Center files of correspondence and reports pertaining to facilities.

(9) Tracks key facilities reports required from Reserve Centers.

(10) Coordinates maintenance, repair, and improvements to REDCOM 22 headquarters spaces.

(11) Assists the Facilities Management Officer (N42) in real property management as required.

(12) Manages the Safety/Industrial Hygiene program for the staff and region and serves as the Safety Manager.

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SECTION IICOMMAND AND CONTROLCOMMANDER, NAVAL RESERVE READINESS COMMAND (N00)

1. Basic Function. Assigned to command Naval Reserve activities, their programs and associated support activities functions to ensure readiness of the inactive Naval Reserve for rapid mobilization in the event of war, national emergency or when otherwise directed; serves as a field manager for COMNAVSURFRESFOR for assigned facility, equipment and personnel resources.

2. Tasks

- a. Commands Naval Reserve activities.
- b. Develops programs for the training of assigned Naval Reserve personnel to achieve maximum readiness to meet Navy mobilization requirements.
- c. Directs the inactive Naval Reserve manpower management programs of assigned Naval Reserve activities.
- d. Directs career counseling and retention programs at assigned Naval Reserve activities.
- e. Manages assigned real property and material resources.
- f. Prepares and executes command budgets.
- g. Ensures efficient use of assigned facilities and recommends modifications, consolidation, closures, new construction and alternative facilities, as appropriate.
- h. Provides effective personnel records management.
- i. Makes recommendations for changes in location of assigned Reserve Centers and drill sites.
- j. Establishes and carries out a comprehensive program of inspections and visits.
- k. Monitors unit readiness; effects corrective action as required.
- l. Keeps COMNAVSURFRESFOR regularly informed of progress and problems concerning implementation of policy, plans, and programs; recommends action that should be taken.

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(1) Manages Civil Engineering Support Equipment (CESE) assigned to the region. Coordinate assignment of vehicles. Monitor use and maintenance of vehicles by reserve activities. Request funds from the Comptroller (N8) for maintenance of region vehicles.

(2) Coordinates use of staff vehicles (CESE). Inspects vehicles periodically and arranges for routine maintenance and repair.

(3) Prepares and submits DEIS-I reports.

(4) Monitors completion of plant account inventories and reconciliations by reserve activities.

(5) Maintains staff controller equipage records, utilizing the Controlled Equipage Inventory System (CEIS).

(6) Coordinates the issue and control of keys to staff spaces.

(7) Conducts issue hours for general supplies.

(8) Performs other duties as assigned.

43. Facilities Management Officer (N42)

a. Additional Tasks

(1) Monitors and assists subordinate activities in maintaining facilities records.

(2) Maintains liaison with DIRFAC West: The Facility Management Officer shall work through the DIRFAC for resolution of Readiness Command facility requirements. Frequent communication with the DIRFAC is a requirement of this position.

(3) Assists Reserve Centers in obtaining qualified personnel to complete environmental compliance inspections.

(4) Triennial Inspections: Serves as a member of the Readiness Command Inspection Team in the areas of facilities planning, facilities management, energy conservation, and hazardous materials handling.

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m. Maintains liaison with regional Navy, Naval Reserve and other military commands in matters of common interest and support.

n. Prepares and coordinates regional plans for the mobilization of the Naval Reserve; execute such plans when directed.

o. Assists and supports other Navy and Naval Reserve activities as appropriate.

p. Assigns command responsibilities for NAVRESCENS where no active duty officer is assigned.

q. Selects and appoints unit commanding officers per COMNAVSURFRESFOR's guidance and procedures.

r. Promotes high morale.

s. Reports for area coordination as directed.

t. When this billet is filled by an active duty officer, assumes 31 USC 1517 responsibilities for the proper accounting and expenditure of authorized NAVRESREDCOM funds.

u. Performs other duties as may be assigned.

DEPUTY COMMANDER, NAVAL RESERVE READINESS COMMAND (NOOB)

1. Basic Function. Under the direction of the Readiness Commander, administers established policies and directs, coordinates, and supervises the efforts of the command in achieving optimum levels of inactive Reserve individual and unit readiness for mobilization. Manages authorized NAVRESREDCOM funds when the commander is an inactive duty Naval Reserve Flag Officer.

2. Tasks

a. Assumes 31 USC 1517 responsibilities for the proper accounting and expenditure of authorized NAVRESREDCOM funds when the commander is an inactive duty Naval Reserve Flag Officer.

b. Administers policies and directives established by the commander for execution of the command's mission and functions.

c. Directs, coordinates and supervises all matters pertaining to command organization and management, policy, program planning and morale.

d. Provides advice and recommendations to the Commander regarding actions to be taken and policy and programs to be adopted.

e. In the temporary absence of the Commander, acts as the Readiness Commander.

JUN 18 1997

(8) Assists in the evaluation and inspection of supply operations at Reserve activities.

(9) Performs other duties as assigned.

41. Supply Clerk (N41C)

a. Basic Function. Under the direction of the Logistics Supervisor (N41) and Assistant Logistics Supervisor (N41A), performs OPTAR record keeping and other supply functions.

b. Tasks

(1) Maintains financial (OPTAR) records utilizing the FASTDATA program. Maintains required financial files.

(2) Ensures the proper and timely expenditure of OPTAR funds assigned to the REDCOM 22 staff. Prepares obligation and procurement documents using the FASTDATA program.

(3) Submits financial reports as required.

(4) Processes invoices for payment in a timely manner and in order to preclude interest penalties.

(5) Orders uniform clothing for reservists and maintains appropriate files.

(6) Conducts issue hours for general supplies.

(7) Coordinates contract berthing for staff Reserve personnel.

(8) Performs other duties as assigned

42. Supply Technician (N41D)

a. Basic Function. Under the direction of the Logistics Supervisor (N41) and Assistant Logistics Supervisor (N41A), manages staff government vehicles, function as CESE manager for the region, and maintains staff controlled equipage records.

b. Tasks

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Note: This billet is not filled when an active duty captain is assigned as the Readiness Commander.

DEPUTY FOR MISSION EFFECTIVENESS (N00R)

1. Basic Function. To oversee the administration of the NAVRESREDCOM in matters pertaining to mission effectiveness and readiness, and to perform other such functions as may be directed by the Commander.

2. Tasks

a. Serves as the principal advisor and assistant to the Commander on all matters affecting mission effectiveness of the NAVRESREDCOM. Areas of mission effectiveness include:

(1) Responsible for overall retention within the NAVRESREDCOM including the issuing and implementation of pertinent directives and policies designed to enhance retention efforts, establishment and maintenance of viable systems for tracking and validating retention trends, and statistics, and providing periodic reports to the Commander.

(2) Responsible for maintaining the overall readiness of the NAVRESREDCOM by ensuring that pertinent policies for sustaining and tracking readiness are current and being enforced. Responsibility will encompass all areas of readiness including personnel, training, and medical/dental readiness.

b. Performs other duties as assigned.

COMMAND MASTER CHIEF (CMC) (N00C)

1. Basic Function. Under the direction of the Readiness Commander or Deputy, assist and advise the commander, the staff and assigned activities in all matters pertaining to the welfare and morale of enlisted members of the command.

2. Tasks

a. Maintains and promotes effectiveness and efficiency of the chain of command.

b. Assists the Commander and Deputy in all matters pertaining to welfare, enlisted detailing, health, job satisfaction, morale, personnel useage, and training of enlisted personnel to promote traditional standards of good order and discipline.

c. Liaises with the Commander, Naval Reserve Force (COMNAVRESFOR) Force Master Chief, other NAVRESREDCOM CMCs/Command Senior Chiefs (CSCs), center CMCs/CSCs to ensure lines of communications are used in obtaining and disseminating information affecting the enlisted community.

d. Advises the Commander and Deputy on formulation and

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(4) Assists in the evaluation and inspection of supply operations at Reserve Centers.

(5) Conducts supply assist visits to Reserve centers when requested.

(6) Ensures staff financial accounting records are maintained per COMNAVRESFOR and other applicable directives.

(7) Formulates staff budget estimates for supplies, equipment, printing, and other contractual services and provide other supply support to the staff as required.

(8) Coordinates action on disposition, acquisition, and survey documents by Reserve Centers.

(9) Performs other duties as assigned.

40. Supply Clerk (N41B)

a. Basic Function. Under the direction of the Logistics Supervisor (N41) and the Assistant Logistics Supervisor (N41A), perform procurement and other supply functions.

b. Tasks

(1) Executes procurement transactions within the limits of delegated procurement authority.

(2) Maintains required procurement files.

(3) Prepares and submits procurement reports as required.

(4) Screens procurement requests and ensures that needed supplies are obtained through the Navy/DOD supply system whenever possible.

(5) Coordinates IDTT contract berthing arrangements as requested by the Training Department.

(6) Processes receipts and shipments of material as required.

(7) Maintains the supplies inventory in the staff supply storerooms. Maintains the cleanliness and organization of these storerooms.

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implementation of changes in policy pertaining to enlisted members.

e. Attends meetings as directed by the Commander and Deputy to keep apprised of current issues and provides a representative enlisted input.

f. Participates in ceremonies honoring command members.

g. When appropriate, represents or accompanies the Commander and Deputy to official functions, inspections, and conferences.

h. Participates in receiving and hosting official visitors to the command.

i. Upon invitation, and as approved by the Commander, represents the command and Navy at community and civic functions.

j. Participates in, coordinates, or monitors the following, as appropriate.

(1) Command Orientation/Indoctrination.

(2) Chief Petty Officer/Petty Officer Indoctrination.

(3) Professional Development Board.

(4) Command Retention Team.

(5) Awards Board (when enlisted personnel are being considered).

(6) Sailor of the Month/Quarter/Year Selection Boards.

(7) Command Managed Equal Opportunity.

(8) Family Services Program (OMBUDSMAN, Family Services Center).

(9) Bachelor Enlisted Quarters Housing Management Program.

(10) Commissary and Exchange Advisory Boards.

(11) Humanitarian Reassignment/Hardship Discharge Screening Boards.

(12) Command Examining Board.

(13) Welfare and Recreation Fund Advisory Board.

k. Performs other duties as may be assigned.

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(1) Helps budget, coordinate, and monitor training for Navy Supply Systems Command Program 30 and Program 6 units.

(2) Monitors Programs 6 and 30 unit mobilization readiness.

(3) Participates in command-sponsored supply related Naval Reserve conferences and workshops when required by the Readiness Commander.

(4) Assists in the coordination of mobilization assignments of Supply Corps Reserve officers in the region.

(5) When directed, assists in the evaluation and inspection of subordinate activities/units.

(6) Provides draft articles pertaining to Supply and Logistics for publication in the Regional Newsletter.

(7) Assists the Command Evaluation Officer, as directed, in the administration of the Management Control and Command Evaluation programs.

(8) Assists in the oversight of command recreation funds at subordinate Reserve Centers.

(9) Performs other duties as assigned.

39. Lead Supply Clerk (N41A)

a. Basic Function. Under the direction of the Logistics Supervisor (N41), trains and monitors staff supply personnel in supply procedures and serves as immediate supervisor for staff supply personnel.

b. Tasks

(1) Executes procurement transactions within the limits of NAVSUP procurement authority held by REDCOM 22 staff.

(2) Supervises the preparation of requisitions, purchase orders, and printing requests and maintains appropriate records.

(3) Manages the procurement, receipt, transfer, survey, and shipment of equipment and furniture to and from Reserve Centers, as directed.

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CHIEF OF STAFF/CHIEF STAFF OFFICER (N01)

1. Basic Function. Under direction of the Readiness Commander or Deputy, administers established policies and directs, coordinates, and supervises the efforts of the staff in the assigned mission.

2. Tasks

a. Administers the policies and programs established by the Commander and Deputy for the daily operation of the command.

b. Directs, coordinates and supervises day-to-day functioning of the staff dealing particularly with matters of staff policy, planning, workloads, personnel, equipment, and discipline.

c. Recommends to the Commander or Deputy, as appropriate, actions to be taken and policy to be adopted in connection with command operations.

d. In the temporary absence of both the Readiness Commander and Deputy, acts as the Readiness Commander.

e. Acts as the primary point of contact for NAVRESCEN commanding officers.

f. Develops, schedules, and executes a triennial inspection program to provide comprehensive and current evaluation of unit mobilization readiness and the effectiveness of command organizational, operational, and administrative practices of assigned unit, centers, and facilities. Also, upon request of unit and/or center commanding officers, schedules assist visits as required.

g. Determines compliance with current policy and program directives.

h. Assesses unit and NAVRESCEN morale.

i. Manages full time support manning for the staff and all assigned activities. Acts as primary point of contact with active duty officer detailers. Oversees all aspects of civilian personnel management.

j. Manages the Readiness Command's temporary additional duty plan.

k. As 3-M Manager, assumes responsibility for the overall management of the Readiness Command's 3-M Systems program.

l. Performs other duties as may be assigned.

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(6) Assists Program 9 and 32 units with planning and execution of medical/dental training.

(7) Serves as a member of the inspection team.

(8) Performs other duties as assigned.

37. Director of Logistics (N4)

a. Additional Tasks

(1) Evaluates and inspects supply operations at Reserve activities when directed. Provides assist visits to subordinate activities when requested.

(2) Acts as the primary interface for the REDCOM with the Navy Regional Contracting Center. Provides procurement oversight within the command and for assigned subordinate activities.

(3) Reviews training plans and schedules for Programs 6 and 30 units. Serves as advocate for the professional development of SELRES supply personnel.

(4) Acts as coordinator for the mobilization assignment of all Supply Corps Reserve officers in the region maintaining a high level of personnel readiness while providing for officer career development.

(5) Assists the Command Evaluation Officer, as directed, in the administration of the Management Control and Command Evaluation Programs.

(6) Member staff Executive Steering Committee.

38. Assistant Director of Logistics (N4A)

a. Basic Function. Under the direction of the Director of Logistics (N4), plans, implements, coordinates, and administers resources available to the Readiness Commander to accomplish the Naval Reserve mission. Acts as the Director of Logistics in the absence of the director.

b. Tasks

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(10) Maintains liaison with Naval Medical/Dental commands for coordination of medical/dental mutual support.

(11) Monitors billet assignments of medical personnel to ensure correct NOBC/NEC billet matches.

(12) Maintains liaison with the staff Medical and Dental Plans/Readiness Officers to ensure Reserve personnel assigned to program 32 units are receiving required training.

(13) Maintains liaison with the staff Marine Corps Liaison Officer to ensure Naval Reservists assigned to program 9 units are receiving required training.

(14) Ensures that opportunities are arranged by which Reserve activity/Reserve unit training officers can learn how to properly plan and execute medical training evolutions particularly CAT and exportable training.

(15) Advises the Director of Training (N7) of those units which are experiencing difficulty in planning and executing training.

36. Medical Training Assistant (N72A)

a. Basic Function. Under the direction of the Director of Training and Medical Training Officer, assists in carrying out all medical training duties.

b. Tasks

(1) Monitors and assists Reserve centers in the execution of medical proficiency courses.

(2) Monitors and manages the NECAP program.

(3) Reviews and makes recommendations on Training Resource Requests (TRRs) for Medical Civilian Augmented Training, Medical Exportable Training and other medical training.

(4) Monitors and tracks CME training and funding.

(5) Provides Medical Department Representatives (MDR) at Reserve activities training, guidance and assistance necessary for them to carry out their duties.

SECTION III

STAFF ASSISTANTS

STAFF JUDGE ADVOCATE (NO1B)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, provides advice and assistance on all legal matters pertaining to the command and other appropriate matters as directed.

2. Tasks

a. Serves as the principal legal advisor to the Commander and staff.

b. When directed, provides legal advice and assistance to other units and activities.

c. Prepares directives pertaining to assigned functions.

d. When requested, assists in the inspection of assigned Reserve Law Program units.

e. Liaises with COMNAVRESFOR (N003), the Judge Advocate General, and other federal, state, and local officials in legal matters relative to the Naval Reserve and command activities while keeping the Readiness Commander informed of all discussions pertaining to their command.

f. Provides support to subordinate commands in the areas of military law and military justice.

g. Monitors compliance with Department of Defense (DoD) Standards of Conduct.

h. Acts as technical advisor in the training, management, and professional development of Reserve judge advocates and legalmen within the Command, working closely with the Director of Personnel and the Director of Regional Operations/Training when acting in this capacity.

i. Acts as the Ethics/Legal Professional Disciplinary Authority for Naval Reserve judge advocates within the command for conduct occurring in a drill status.

j. Performs other duties as may be assigned.

AUTOMATED INFORMATION SYSTEMS OFFICER (N01C)

1. Basic Function. Serves as the principal advisor to the Readiness Commander in all matters related to the acquisition, development, implementation, operation, maintenance, training, and security of Federal Information Processing Systems, including microcomputer systems and peripherals, local and wide area

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(1) Monitors the training of personnel assigned to Programs 9 and 32. Ensures that medical training being planned is consistent with current directives, procedures and policies. Recommends changes and effects corrective action, as appropriate.

(2) Oversees and manages the Navy Enlisted Code Attainment Program (NECAP) for the region.

(3) Effects liaison as required with local military commanders, local civilians, and state and federal agencies of facilities providing training platforms and/or services to Naval Reserve Medical personnel. Establishes inter/intraservice support agreements as required.

(4) Assists Reserve Centers and medical unit/detachment commanding officers/officers in charge in the development, implementation and coordination of short and long term training plans for medical personnel.

(5) In coordination with the Regional Operations Officer, assists in the budget preparation process and monitor utilization of:

(a) Medical Training Equipment funds

(b) Medical Exportable Training funds

(c) Medical Civilian Augmented Training funds

(d) Continuing Medical Education (CME) funds in support of training requirements.

(6) Assists medical Reserve personnel in planning, coordination, and executing AT/IDTT orders to training platforms and other mobilization enhancing training sites.

(7) Implements and coordinates the Continuing Medical Education/Continuing Education (CME/CE) program.

(8) Consolidates medical training opportunities where possible and practical.

(9) Coordinates the scheduling and quota allotment for medical courses.

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networks, as they relate to Command-wide requirements. Directs system installation, operation, configuration, database management, testing, maintenance, and training for NAVRESREDCOM and subordinate activities.

2. Tasks

a. Formulates information systems budget. Identifies new technologies to improve information management and preserve resources. Develops acquisition strategy and implementation plans in conjunction with NAVRESREDCOM (N5).

b. Develops Abbreviated Systems Decision Papers for NAVRESREDCOM Federal Information Processing Systems acquisitions. Assists subordinate commands with the preparation of Abbreviated Systems Decision Papers, and evaluates them for compliance with NAVRESREDCOM, COMNAVSURFRESFOR, and Naval Reserve Information Systems Office policies and directives.

c. Manages the Local Area Network (LAN) and Wide Area Network, and is the regional LAN administrator and Naval Reserve Network coordinator. Establishes, evaluates, and continually modifies LAN use policies and procedures.

d. Establishes training requirements and course syllabus for NAVRESREDCOM and subordinate activities. Trains and assists onsite Automatic Data Processing maintenance personnel. Conducts training on new applications as required.

e. Serves as the NAVRESREDCOM's Information Systems Security Officer. Ensures compliance with all pertinent security directives and policies. Inspects subordinate commands for compliance with security policies and procedures. Conducts security training. Performs all evaluations, contingencies, and tests to acquire and maintain full accreditation per pertinent directives.

f. Manages Gateguard and the implementation of Defense Messaging System throughout the region.

g. Establishes Regional Automated Information System guidance for subordinate activities.

h. Directs the tasking of other assigned technical personnel.

i. Performs other duties as may be assigned.

CHAPLAIN (N01D)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, provides advice, consultation, and assistance in all matters and policies pertaining to the religious and moral well-being of military personnel, family members, and other authorized personnel within the command, and ensures that the right to free exercise of religion is not denied.

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(11) Becomes thoroughly familiar with all governing directives, policies and procedures for Naval Reserve training.

(12) Maintains RSTARS(TM) Data Base for drilling Reservists assigned to the Readiness Command.

(13) Performs other duties as assigned.

34. Training Department Assistant (N71B)

a. Basic Function. Under the direction of the Director of Training, Training Officer and Assistant Training Officer provides all administrative support for the Training Department (N7).

b. Tasks

(1) Provides word processing support for the Training Department to include:

(a) Preparation of all correspondence.

(b) Preparation of outgoing message traffic.

(c) Preparation of command training directives.

(d) Distribution and mailing of training correspondence.

(2) Ensures proper routing of incoming mail and correspondence in the Training Department.

(3) Assists with the coordination and preparation of the annual training conference.

(4) Using various desk top programs (EXCEL, ACCESS, POWERPOINT, HARVARD GRAPHICS) makes briefs and databases for the Training Department.

(5) Performs other duties as assigned.

35. Medical Training Officer (N72)

a. Additional Tasks

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2. Tasks

a. Serves as advisor and special assistant to the Commander on matters relating to religious and moral guidance of military personnel, their family members, and other authorized personnel.

b. Facilitates and provides appropriate religious and related pastoral ministries within the command.

c. Establishes and serves as liaison between the Naval Reserve and civilian religious and humanitarian organizations and institutions.

d. Establishes and maintains liaison with American Red Cross, Navy Relief, and similar organizations serving personnel of the command and their family members.

e. When requested, participates in the command inspection program on matters relating to religion, moral well-being, and chaplain functions.

f. Acts as the technical advisor to Director of Personnel Management and Director of Regional Operations and Training in the training and management of Naval Reserve chaplains and assigned personnel within the command.

g. Provides chaplains and enlisted assistants within the command with Naval Reserve career guidance, training opportunities, and pertinent Navy religious information.

h. Performs other duties as may be assigned.

CAREER COUNSELOR (NO1E)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, monitors retention for the region and manages an effective career information program for the Readiness Command.

2. Tasks

a. Career Counseling

(1) Conducts a counseling program for staff personnel both active and Selected Reserve (SELRES).

(2) Establishes an effective career counseling tickler system to ensure all staff interviews are conducted in a timely manner.

(3) Informs the Chief of Staff/Chief Staff Officer on any situation that could effect retention positively or negatively.

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33. Assistant Training Officer (N71A)

a. Basic Function. Under the direction of the Training Officer (N71), formulates and monitors the preparation and execution of training evolutions. Provides guidance and assistance to subordinate commands on all training issues.

b. Tasks

(1) Assists the Training Officer in the accomplishment of all training related duties.

(2) Receives and evaluates the completeness of Unit Employment Schedules based upon a comparison with COMNAVSURFRESFOR program guidance, periodic program messages, and past program experience. With guidance from the Training Officer, correct and advise the originator of incomplete submissions.

(3) Makes the initial evaluation of all incoming Training Resource Requests. Conducts research as necessary to make a recommendation to the Training Officer.

(4) As directed by the Training Officer, conducts research on regional RBTP, PARS, NOBC, NEC and other professionally enhancing training to determine the most effective, timely and efficient means to accomplish this training.

(5) Assists with the coordination of FTS schools and school quotas.

(6) Advises the Training Officer as to the ability of each Reserve activity to effectively plan and execute training.

(7) Schedules and coordinates regional Training Officer conferences on an annual basis.

(8) Answers written and telephonic inquiries from subordinate commands on training issues.

(9) Maintains all training office files and records.

(10) Conducts assist visits at subordinate commands as requested.

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b. Retention Programs

(1) Establishes and maintains constant liaison with NAVRESCEN retention team members.

(2) Ensures all losses are audited on a monthly basis and evaluates the reason for losses.

(3) Identifies problem areas at subordinate commands and visits activities with retention difficulties when directed by the Commander.

c. Performs other duties as may be assigned.

COMMAND EVALUATION OFFICER (N01F)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, advises and assists the NAVRESREDCOM and its activities with the administration of the Command Evaluation Program.

2. Tasks

a. Conducts a Command Evaluation Program per appropriate directives.

b. Conducts periodic and special reviews, studies, analysis, and investigations of present operations to detect deficiencies, improprieties, and inefficiencies.

c. Provides recommendations to correct conditions that adversely impacts upon financial management, mission accomplishment, or the integrity of the command.

d. Examines internal management controls, practices, and procedures at all levels to determine adequacy in concept and effectiveness.

e. Reviews civilian timekeeping and payroll procedures.

f. Serves as a focal point for, and monitors the correction of, deficiencies, audits, reviews, or surveys performed by external audit agencies.

g. As directed by the Readiness Commander, manages and coordinates the NAVRESREDCOM Command Evaluation Program.

h. Performs other duties as may be assigned.

MARINE CORPS LIAISON (N01G)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, provides advice, consultation and assistance to the Commander, the staff and assigned units, and activities for all matters relating to the Marine Corps.

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(12) Advises the Director of Training (N7) of those units or activities which are experiencing difficulty in planning and executing training. Make recommendations for correction of deficiencies.

(13) Serves as the regional point of contact for training issues for Reserve Liaison Officers at the various gaining commands and major staffs.

(14) Attends various program and training conferences as directed.

(15) Reviews and processes TRRs. Submits requests to change ITPs and forwards to COMNAVSURFRESFOR for action.

(16) Manages audiovisual and training equipment requirements for the staff.

(17) Processes requests from the staff and field activities for training funds expenditures. Prepares midyear review input of training budget.

(18) Ensures that all Reserve activities have qualified instructors. Makes arrangements for formal and informal instructor schooling.

(19) Schedules/manages quota control for FTS training and usage of Train the Trainer funds.

(20) Schedules/arranges for staff General Military Training.

(21) Serves as the staff point of contact of Naval Liaison Officers, Emergency Planning Liaison Officers and Federal Emergency Management Activity Naval Reserve personnel.

(22) Schedules quotas for firefighting schools and Damage Control Team Training as required.

(23) Conducts assist visits at subordinate commands as requested.

(24) Advises and assists in the inspection of subordinate commands.

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2. Tasks

a. Establishes and provides liaison between the NAVRESREDCOM, its assigned units and activities, and the Fourth Marine Corps Division, Fourth Marine Air Wing, Field Service Support Group, field activities, and other supported active Marine Corps activities within the NAVRESREDCOM.

b. Assists the Commander in all areas relating to Marine Corps professional and technical matters.

c. Serves as technical advisor for training and personnel management in coordinating Marine Corps orientation and field training for Naval personnel assigned to the Marine Corps Forces Support Program.

d. Assists in inspections and visits as directed.

e. Coordinates honors and ceremonies as directed.

f. Performs other duties as may be assigned.

PUBLIC AFFAIRS OFFICER (N01H)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, provides advice, consultation, and assistance to the Commander, staff and units on all matters pertaining to internal/external relations and command information.

2. Tasks

a. Plans, organizes, and implements a vigorous Command Information Program applicable to all Reservists within the NAVRESREDCOM, including, if feasible, the publication of a NAVRESREDCOM newsletter.

b. Conducts a vigorous Public Affairs and Internal Information Program to promote increased understanding of the vital importance of the Naval Reserve to the national defense.

c. Ensures all public affairs activities (internal, external, media and community relations) of the NAVRESREDCOM and subordinate commands are in conformance with the Department of the Navy public affairs programs, policies, and objectives.

d. Serves as releasing authority to civilian news media and internal publications of news concerning the NAVRESREDCOM. Establishes and maintains liaison with higher authority for Reserve related news of more than regional significance.

e. Represents the Commander in relations with local and regional news media.

f. Prepares speeches and other material, as required, in

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(3) Assists Reserve activity commanding officers and their staff in the execution of planned training evolutions.

(4) Manages and coordinates the execution of planned training evolutions for the region.

(5) Researches and analyzes general training and specific program directives, along with special interest items, issued by higher authority to ensure all available training opportunities are widely publicized throughout the planning cycle. Particular attention will be given to NOBC and NEC attainment and opportunities to utilize CAT/Exportable Navy schools to attain mobilization training and professional development.

(6) In coordination with N8, provides proper funding utilization of surface training dollars to Reserve activity commanding officers. Provides guidance as needed to Reserve activities on how to arrange Civilian Augmented Training (CAT) and exportable training evolutions. Makes recommendations as to the most cost-effective and appropriate training resource to produce the desired training need.

(7) Advises and assists in the development of command training policies, programs and procedures to implement and support directives from higher authorities.

(8) Ensures planned training is consistent with current directives, procedures and policies.

(9) Ensures opportunities are arranged by which Reserve activity/Reserve unit training officers can learn how to properly plan and execute training evolutions, particularly with respect to CAT and exportable training.

(10) In coordination with Regional Operations (N31) administer unit AT, ADT and IDTT formulation of STEPS inputs ensuring training being funded is mobilization enhancing or valuable contributory support.

(11) Based on the evaluation of unit training plans and training accomplishments provides formal and informal advice and assistance to assigned units.

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connection with appearances by the Commander; assists other staff officers in preparation of speeches and other public presentations.

g. Liaises with COMNAVRESFOR (N004) and the nearest Chief of Information branch office for guidance, coordination, and cooperation. Reports actual or anticipated adverse Reserve related news coverage to all of the above by fastest means available.

h. Establishes and maintains regular informal liaison for public affairs/internal relation coordination within the following: Naval Reserve Force ships, Reserve Naval Construction Forces, Naval Reserve aviation activities, other Navy elements, and military commands located within NAVRESREDCOM boundaries.

i. Liaises with the Navy League, Naval Reserve Association, Reserve Officers Association, Naval Enlisted Reserve Association, and other appropriate civilian organizations.

j. Organizes and supports implementation of the Chief of Naval Operations Seapower Teams for the NAVRESREDCOM and subordinate commands.

k. Acts as technical advisor for assigned Naval Reserve public affairs units and other public affairs assets within the NAVRESREDCOM.

l. Coordinates preparation and submission of the command history, and preparation and presentation of the command briefing.

m. Assists in preparation of the annual budget submissions for funding of public affairs activities of the command.

n. Performs other duties as may be assigned.

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(6) Prints all travel code 1 (Government transportation requested) Annual Training orders, airline tickets and itineraries.

(7) Prints and validates all travel code 1 (Government transportation requested) Inactive Duty Training Travel airline tickets and itineraries.

(8) Prepares and forwards the Quarterly Usage Teleticket Report.

(9) Distributes copies of orders and itineraries to appropriate member.

(10) Coordinates the return of canceled/voided/"for refund" airline tickets to the NAVPTO officer in New Orleans within 10 working days and cancels orders in OM when required.

(11) Maintains a log with system's passwords for the entire region. Ensures passwords are periodically validated.

(12) Receives and disseminates the latest software versions of each program when available. Ensures latest version is promptly installed.

(13) Maintains files and records for N31.

(14) Provides administrative and word processing support to N3/N31.

(15) Performs other duties as assigned.

32. Training Officer (N71)

a. Additional Tasks

(1) Manages and oversees all training for the region. Liaison with COMNAVSURFRESFOR on all training issues including Training Resource Requests (TRRs), Reserve Billet Training Requirements (RBTRs), Individual Training Plans (ITPs), training directives and training guidance.

(2) Evaluates training manning and readiness of assigned units.

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SECTION IVCOMMAND SERVICESDIRECTOR OF COMMAND SERVICES (N01A)

1. Basic Function. Executes the staff's administrative functions and provides services to the staff in all areas of administrative responsibility. Responsible for implementing processes to effectively manage correspondence, records, reports, directives, mail, and forms. Provides all military personnel services for full time support personnel. Serves as the central point of contact for all internal staff personnel matters. Provides guidance to field activities and assists in the evaluation and inspection of Readiness Commands.

2. Tasks

a. Executes the administrative responsibilities of the command including the direction of prescribed administrative programs and the coordination of administrative affairs.

b. Issues policies and procedures for command administrative matters.

c. Advises the Commander/Deputy/Chief of Staff/Chief Staff Officer on matters concerning the administration and organization of the Readiness Command staff.

d. Distributes incoming mail; monitors action items through the use of a command correspondence and reports tickler system.

e. Serializes all outgoing correspondence and ensures proper mailing and distribution.

f. Provides word processing support to those staff directorates that do not have clerical personnel assigned.

g. Maintains a central file of all documents produced by the command.

h. Serves as the point of contact for all subordinate commands, other government agencies, professional organizations and private enterprises for all administrative matters.

i. Administers the Command Awards Program.

j. Routes all daily incoming messages to all directorates. Prepares all Naval messages for release; maintains date time group log and message files; maintains command general message files. Controls and routes all classified messages. Provides administrative expertise on all message issues and coordinates with message center.

k. Establishes tracking log and oversees the preparation and ensures timely submission of evaluations and fitness reports .

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(3) Maintains a running log of Peacetime support-related manning requirements.

(4) Coordinates with field activities and Echelon III commands to resolve pending issues as assigned by the Regional Operations Officer.

(5) Maintains liaison with COMNAVRESFOR/COMNAVSURFRESFOR as required to solve travel, orderwriting and teleticketing issues.

(6) Maintains files and records for N31.

(7) Provides assist visits to the field as required.

(8) Provides/coordinates administrative and word processing support for N3/N31.

(9) Performs other duties as assigned.

31. AT/Order Writing Module (OM) System Administrator (N313)

a. Basic Function. Under the direction of the Regional Operations Officer, is responsible for the input of all AT/ADT applications into the Orderwriting Module (OM) and for the printing and distribution of government requested airline tickets. Ensures STEPS/OM System is operational within the region.

b. Tasks

(1) Researches and answers all inquiries from the field on AT/ADT issues and order modifications.

(2) Maintains an accountability system for all AT/ADT applications and orders for SELRES assigned to the staff .

(3) Takes necessary action on AT/ADT message traffic and correspondence.

(4) Prepares Area/Country/Travel clearance requests as required on a timely basis in proper format.

(5) Responsible for secure storage of printed tickets as well as the blank ticket stock.

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1. Serves as the staff Personnel Officer.
- m. Provides administrative support for legal matters.
- n. Prepares staff temporary additional duty orders. Conducts quality check on travel claims, tracks and forwards claim to Personnel Support Detachment (PERSUPPDET) for payment. Controls incoming checks until delivered to members.
- o. Serves as administrative assistant to the Readiness Command Senior Inspector, coordinating all inspections, inspection preparations, and post inspection reports. Maintains inspection files.
- p. Performs other duties as may be assigned.

ADMINISTRATIVE ASSISTANT (N01A1)

1. Basic Function. Reports to the Director of Command Services. Directs military and civilian personnel in the execution of all administrative responsibilities for the staff. Provides services to the staff in all administrative areas.
2. Tasks
 - a. Serves as the assistant to the Director of Command Services on all administrative and staff personnel matters.
 - b. Serves as the principle assistant to the Deputy/Chief of Staff/Chief Staff Officer on all inspection matters.
 - c. Ensures all policies and procedures for command administrative matters are carried out and properly implemented. Makes recommendations for changes, where warranted.
 - d. Reviews all incoming award submissions for technical accuracy.
 - e. Reviews incoming correspondence to determine if it is action correspondence and ensures it is properly controlled and routed for action.
 - f. Prepares or directs the preparation of correspondence.
 - g. Supervises the security clerk to ensure that the information and personnel security program is being properly administered, that security clearances for all personnel are kept current and that proper documentation exists for all clearances.
 - h. Performs other duties as may be assigned.

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(12) Provides direction, guidance and assist visits to subordinate commands on IDTT procedures. Researches and answers all inquiries from the field on IDTT issues.

(13) Creates events in the STEPS system for Reserve units co-located with REDCOM 22.

(14) Updates REDCOM 22 units events in STEPS as necessary.

(15) Monitors and maintains a Transmissions Log to track uploads from the centers. Ensures events are being updated in a timely manner.

(16) Imports (downloads) STEPS inputs from subordinate activities and exports same to COMNAVSURFRESFOR.

(17) Reviews, on a daily basis, the log of funds added to or deleted from the IDTT program by the Comptroller (N8), including last order issued and other pertinent information. Advises the supervisor of any discrepancies noted.

(18) Maintains files and records for N31.

(19) Provides administrative and word processing support to N3/N31.

(20) Performs other duties as assigned.

30. Regional Operations Assistant (N312)

a. Basic Function. Under the direction of the Regional Operations Officer, assists with the implementation of programs under N31 cognizance. Provides direction and guidance to field activities on matters related to AT, ADT, IDTT, OM, and STEPS. Acts as the NRF/Peacetime/Contributory and exercise support program manager.

b. Tasks

(1) Monitors and implements the programs assigned by the Regional Operations Officer.

(2) Designated as the primary alternate to the Ammunition coordinator (N31).

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SECTION VPERSONNEL MANAGEMENTDIRECTOR OF PERSONNEL MANAGEMENT (N1)

1. Basic Function. Supervises and monitors the allocation and use of personnel resources under NAVRESREDCOM per established policies. Executes programmatic requirements in structuring of billets and units for the Type Commander and Major Manpower Claimant. Responsible for executing personnel and billet management policies for subordinate activities.

2. Tasks

a. Supervises subordinate personnel assigned and monitor progress to ensure timely and efficient completion of assigned responsibilities.

b. Monitors, coordinates and advises echelon V commands in the execution of their tasks and functions in relation to Reserve personnel policies to achieve the most effective and efficient SELRES personnel and billet management structure in subordinate activities including cross-assignments (billet assignments).

c. Recommends manpower and personnel policy changes to COMNAVSURFRESFOR.

d. Liaises with COMNAVSURFRESFOR (N1) on matters pertaining to Reserve Personnel (RESPERS) or related officer and enlisted billet issues.

e. Monitors all SELRES officer and enlisted assignments.

f. Monitors subordinate activities' compliance with Naval Reserve manpower policies and directives.

g. Reviews, researches and endorses manpower-related issues submitted by echelon V commands.

h. Recommends location for new unit establishments and relocations to meet future requirements.

i. Provides guidance to subordinate activities regarding manpower and RESPERS policies and directives from higher authority.

j. When directed, assists with the review of COMNAVSURFRESFOR restructuring proposals concerning recommended closures, realignments and disestablishments and/or joint multi-service occupancy, as appropriate, liaises with unit gaining commands and COMNAVSURFRESFOR as needed.

k. Prepares, maintains and revises NAVRESREDCOM instructions and notices that pertain to RESPERS, billet and screening board issues.

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29. IDTT/STEPS Supervisor (N311)

a. Basic Function. Under the direction of the Regional Operations Officer, supervises, supports and coordinates processing of IDTT requests for units assigned to REDCOM and STEPS system implementation within the region. Monitors STEPS for the region, ensures proper operation of the system and provides troubleshooting capability as required.

b. Tasks

(1) Maintains an accountability system for all IDTT requests and orders.

(2) Reviews all IDTT manifests to ensure accuracy, completeness, timeliness, and approval on IDTT plan.

(3) Provides estimated costs of all IDTT.

(4) Forwards IDTT requests to the Regional Operations Officer recommending approval/disapproval.

(5) Ensures teleticket and travel batches are properly prepared and uploaded. Prepares travel accounting data for the Comptroller (N8) on floppy diskette per established procedures.

(6) Ensures IDTT budget adjustment batches are provided by the Comptroller and properly uploaded.

(7) Provides budgetary balance information to the Regional Operations Officer.

(8) Prepares IDTT orders and order modifications.

(9) Mails all IDTT orders to the activity or individual, as appropriate.

(10) Screens and takes necessary action on all IDTT correspondence and message traffic.

(11) Liaisons with COMNAVRESFOR, COMNAVSURFRESFOR, training sites and subordinate commands on all IDTT issues/problems.

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l. Provides Reserve Training Support System (RTSS) coordination and support services.

m. Maintains records review unit and performs associated administrative functions for the Region.

n. Monitors, coordinates, and advises echelon V commands in the execution of RESPERs screening board matters.

o. Assists with command inspections of echelon V activities.

p. Provides guidance to subordinate activities on all enlisted advancement requirements and related matters.

q. Oversees and provides guidance on all Reserve pay issues at subordinate activities.

r. Principal overseer of bonus, advance pay grade and special pay programs.

s. Monitors Reserve Standard Training Administrative and Readiness Support (RSTARS(MP)) and provide reports as required or directed by higher authority.

t. Monitors all facets of enlisted classification program.

u. Monitors the Physician Reservists in Medical Universities and Schools (PRIMUS) and medical Individual Mobilization Augmentee (IMA) programs within the NAVRESREDCOM.

v. Conducts an annual audit of each PRIMUS unit/detachment within the NAVRESREDCOM. Verifies drill accounting procedures for PRIMUS units/detachments and medical IMA personnel. Verifies that drill activities for which credit is given for PRIMUS and medical IMA personnel conforms to current guidelines. Assists National PRIMUS Coordinator and COMNAVSURFRESFOR with the establishment of new PRIMUS units/detachments.

w. Performs other duties as may be assigned.

ENLISTED PERSONNEL SUPERVISOR (N11)

1. Basic Function. Under the direction of the Director, Personnel Management responsible for all SELRES enlisted personnel administration in the Readiness Command. Performs the following tasks using current directives.

2. Tasks

a. Supervises all SELRES enlisted billet assignments, including cross-assignments both regionally and nationally.

b. Manages the RTSS system and provides reports as required or directed.

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(2) Reviews all Unit Employment Schedules for units assigned to the region.

(3) Solicits bi-monthly updates to the STEPS data base from reserve activities.

(4) Supervises AT/ADT/Order Writing Module (OM) and STEPS/IDTT program managers. Monitors for compliance with established directives.

(5) Issues and disseminates instructions, notices, correspondence and guidance to advise reserve activities of current AT/ADT/IDTT procedures, requirements, training opportunities, peacetime support requirements, fleet exercise billets and schools.

(6) Screens Category "Hotel" (non-pay category "D") ADT requests when available. Approves/disapproves as appropriate.

(7) Manages the REDCOM Special ADT man-days account. Recommends approval/disapproval of pending requests.

(8) Reviews all IDTT requests for the REDCOM staff and from subordinate commands. Recommends approval/disapproval in accordance with IDTT plan and within budgetary constraints. Makes recommendations to the Comptroller regarding the phasing and spending plan for IDTT.

(9) Has delegated authority to initiate order modifications and to sign all completed IDTT orders.

(10) Promulgates NAVRESREDCOM REG 22 Notice 8011 during the month of May each year to request training ammunition needs for the upcoming fiscal year.

(11) Prepares and submits Ammunition Transaction Reports (ATR) to report ammunition expenditures and MILSTRIP Requisitions to order ammunition when required.

(12) Provides passport guidance for overseas exercises and operations.

(13) Maintains all AT/ADT exercise/operations advertisements and peacetime contributory support requests. Ensures these advertisements are disseminated to subordinate commands.

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- c. Supervises the enlisted classifier and monitors all facets of the classification program per applicable directives.
- d. Conducts subordinate activity command inspections as directed, and provide reports necessary in the execution of this function.
- e. Provides guidance to subordinate activities on all enlisted advancement requirements and related matters.
- f. Provides guidance and support on all enlisted Reserve pay issues to subordinate activities.
- g. Conducts Reserve pay research status log action to resolve all pay problems within the Region.
- h. Manages and provides guidance on special programs including bonus, advance pay grade and special pay.
- i. Operates RSTARS (MP) and provide reports as required or directed.
- j. Reviews all incoming/outgoing correspondence dealing with RESPERS administration. Draft replies to routine correspondence.
- k. Serves as PERSUPPDET Liaison Representative for all SELRES enlisted matters. Reviews enlisted service records periodically to ensure proper maintenance.
- l. Ensures all enlisted assignment waivers are properly processed.
- m. Supervises the administration of SELRES incentive programs within the NAVRESREDCOM.
- n. Reviews and processes all nomination packages for unsatisfactory performance.
- o. Performs other duties as may be assigned.

OFFICER PERSONNEL SUPERVISOR (N12)

1. Basic Function. Under the direction of the Director, Personnel Management, responsible for all SELRES officer personnel administration in the NAVRESREDCOM. Performs the following tasks using current directives:

2. Tasks

- a. Supervises all SELRES officer billet assignments.
- b. Manages the RTSS system and provide reports as required or directed.

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(8) Reviews all incoming message traffic and ensures appropriate personnel are routed the traffic and take action as necessary.

(9) Serves as the FTS inspection coordinator. Responsible for ensuring the Command Management Guide is kept up to date. Assists in the command inspections of assigned Naval Reserve Activities.

(10) Coordinates all requests for assist visits.

(11) Develops procedures and recommends policy changes to improve responsiveness to operations and training requirements. Ensures all command directives concerning operations and training are current.

(12) Oversees the management of school quotas not otherwise managed by COMNAVRESFOR or COMNAVSURFRESFOR.

(13) Directs the preparation of periodic readiness and training reports.

(14) Oversees the management of command audiovisual and training equipment.

(15) Coordinates and directs responses to all incoming correspondence and inquiries concerning operations and training.

(16) Member staff Executive Steering Committee.

28. Regional Operations Officer (N31)

a. Additional Basic Functions. Under the direction of the Director of Training (N3), plans, manages, and administers all Annual Training (AT), Active Duty Training (ADT) and Inactive Duty Training Travel (IDTT) events. Monitors AT/IDTT processing for compliance with established procedures and guidance. Monitors the implementation of the Standard Training Event Planning System (STEPS). Disseminates peacetime support requirements, training opportunities and manages the region's training ammunition allocation.

b. Additional Tasks

(1) Acts as the STEPS program manager for the region.

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d. Conducts subordinate activity command inspections as directed and provide reports necessary in the execution of this function.

e. Provides guidance and support on all officer Reserve pay issues to subordinate activities.

f. Operates RSTARS (MP) and provide reports as required or directed.

g. Reviews all incoming/outgoing correspondence dealing with RESPERS administration. Draft replies to routine correspondence.

h. Serves as PERSUPPDET Liaison Representative for all SELRES officer matters. Review officer service records periodically to ensure proper maintenance.

i. Ensures all endorsed maximum service limitation and assignment waivers are properly processed.

j. Reviews and endorses all officer accession requests per applicable directives.

k. Reviews and endorses requests to change designator codes.

l. Processes Naval Reserve Officers Training Corps personnel for recall to active duty.

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messages and monthly promotion messages and notes selection or promotions effecting assigned officers. Prepares paperwork to effect the promotions.

(11) Reviews/endorses requests for frocking ensuring frocking directives/policies are met.

(12) Processes all requests for assignment to billets, reassignment or change in status.

(13) Provides typing, filing and general office work necessary to support the division.

(14) Performs other duties as assigned.

27. Regional Operations and Training Officer (N3/N7)

a. Additional Tasks

(1) Keeps the Commander, Deputy and COS/CSO informed and updated on all training and operations issues and policy/procedural changes.

(2) Validates training requirements and ensures appropriate training is available for assigned Naval Reservists.

(3) Identifies training opportunities and makes recommendations to improve training and readiness.

(4) Supervises and directs Operations and Training personnel (N3/N7). Tasks appropriate staff personnel and monitors progress to ensure sufficient accomplishment of assigned responsibilities.

(5) Budget execution responsibility: ADT, Continuing Medical Education (CME), IDTT, Exportable Training and Train the Trainer funds. Oversees the allocation and tracking of these funds.

(6) Collects data, monitors trends and is responsible for AT/ADT/IDTT processes within the region.

(7) Maintains liaison with COMNAVSURFRESFOR (N3) concerning orderwriting and travel and COMNAVSURFRESFOR (N7) concerning overall training.

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SECTION VIREGIONAL OPERATIONS/TRAININGDIRECTOR of REGIONAL OPERATIONS AND TRAINING (N3/N7)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, organizes, directs, and evaluates all functions related to regional operations, peacetime support, resource allocation/tracking (Annual Training (AT), Active Duty Training (ADT), Individual Duty Training Travel (IDTT)), scheduling employment operations and training for Reservists assigned to achieve and maintain a high state of mobilization readiness.
2. Tasks
 - a. Task appropriate staff personnel and monitor programs to ensure accomplishment of assigned responsibilities.
 - b. Oversees tracking and reporting of all peacetime support.
 - c. Implements all training programs.
 - d. Initiates training and personnel management actions to improve readiness.
 - e. Manages AT, ADT, and IDTT.
 - f. Monitors, coordinates, advises, and assists echelon IV commanders in the execution of their tasks and functions in relation to regional operation, employment of SELRES to achieve the most effective mobilization training, and peacetime employment of the Surface Reserve Force.
 - g. Prepares and monitors execution of the AT plan for the NAVRESREDCOM staff.
 - h. Coordinates order writing and training functions for Naval Reserve Force (NRF) ships and squadrons.
 - i. Plans and programs for training support requirements.
 - j. In coordination with the Director of Logistics, manages the procurement, implementation, and use of training equipment and materials.
 - k. Coordinates and directs usage of the Surface Training Events Planning and Scheduling (STEPS) System, Reserve Integrated Management System (Orderwriting Module) and the Naval Reserve's teleticketing procedures.
 - l. Performs other duties as may be assigned.

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(11) Maintains department correspondence files per current directives.

(12) Prepares outgoing message traffic for the department.

(13) Performs other duties as assigned.

26. Officer Personnel Management (N12/N12A/B)

a. Additional Tasks

(1) Ensures all officer administration (e.g., officer orders, command selection boards, Naval Officer Billet Code (NOBC) requests, waivers) and other actions are processed using current directives.

(2) Serves as the initial and primary point of contact for all inquiries and questions on officers and officer assignments.

(3) Prepares all officer orders.

(4) Maintains up-to-date database on all assigned SELRES officers.

(5) Maintains a record of orders and other actions taken on all assigned SELRES officers.

(6) Ensures all officer assignments are made per governing directives; assists with the processing of all 05/06 command and noncommand billet request packages.

(7) Maintains all pertinent policy directives and guidelines including message traffic concerning SELRES officers.

(8) Maintains liaison with all commands in the REDCOM to ensure proper SELRES officer administration procedures are followed.

(9) Provides guidance on NOBC and officer designator inquiries and processes inquiries.

(10) Maintains all information on SELRES officer selection boards and promotions. Verifies annual selection board

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REGIONAL OPERATIONS OFFICER (N31)

1. Basic Function. Organizes, directs and evaluates all functions related to regional operations to achieve and maintain a high state of mobilization readiness.

2. Tasks

a. Receives all unit AT plans via STEPS and prepares NAVRESREDCOM annual AT and quarterly IDTT budget plans.

b. Submits annual IDTT budget to comptroller.

c. Requests, schedules and coordinates AT/ADT/IDTT logistics arrangements and issue orders.

d. Serves as administrator of the STEPS system.

e. Monitors and reviews STEPS system Unit Employment Schedules and other reports for accuracy and compliance with STEPS policy guidance for both the NAVRESREDCOM and assigned NAVRESCENS.

f. Monitors all requests for orders to ensure timely processing and compliance with COMNAVSURFRESFOR program guidance and processing guidelines.

g. Performs other duties as may be assigned.

NAVAL RESERVE FORCE (NRF) OPERATIONS OFFICER (N32)

1. Basic Function. Under the direction of the Director of Regional Operations and Training, the NRF Operations Officer is responsible for manpower, AT/ADT/IDTT funding support, some training support functions, administering the Reserve Administration and Evaluation (RATE) program and providing a single point of contact for NRF ships and squadrons. This billet is filled by an 05 SELRES in those NAVRESREDCOMs with responsibility for the RATE program, and an E6 full time support member in other NAVRESREDCOMs with NRF ships assigned.

2. Tasks

a. Serves as the NAVRESREDCOM's point of contact for NRF administrative support functions. As such, the coordinator is responsible for providing liaison between the NAVRESREDCOM and NRF ships in support of the following evolutions:

(1) AT, ADT and IDTT order writing when the ship does not have this capability due to lack of hardware or ship's employment,

(2) manpower,

(3) positive hand-off of SELRES assigned from unit to ship, and

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maintenance of enlisted service records and officer and enlisted unit, and individual drill/pay files. Maintains all REDCOM non-drilling units and overseas drill pay.

b. Tasks

(1) Maintains liaison with all overseas units and provides coordination among all overseas units to ensure proper Reserve Personnel, Reserve pay and Educational Services Officer (ESO) administrative and tracking procedures are maintained.

(2) Submits unit drills for retirement/pay. Posts and maintains individual drill muster reports and individual pay files.

(3) Verifies unit pay/non-pay reports. Maintains unit pay files.

(4) Monitors unsatisfactory and "ghost" drillers at subordinate commands to ensure compliance with current directives.

(5) Monitors the command's non-drilling units to ensure assignment procedures and practices are per current directives.

(6) Coordinates with the command's Medical Department on assignments of Not Physically Qualified (NPQ) personnel to the records review unit.

(7) Processes for transfer to active duty, transfer to other locations or discharge, NROTC "drops" and other medical/dental personnel assignments in the ACDU STATUS POOL or other Support Element units.

(8) Assists departmental manning efforts by conducting initial screening of personnel for program or billet assignments, prepares orders in support of priority unit manning within the REDCOM.

(9) Provides typing and filing and general office work necessary to support the department.

(10) Answers the phone and routes to appropriate person/desk for assistance.

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- (2) manpower,
- (3) positive hand-off of SELRES assigned from unit to ship, and
- (4) NRF indoctrination.

b. Performs duties as liaison between NAVRESREDCOM and COMNAVSURFRESFOR on NRF matters, e.g., priority manning and functional manning.

c. Maintains, at a minimum, monthly contact with NRF ship squadrons on matters directly related to manning and retention.

d. Monitors, on an as required basis, specific individual training requirements for personnel assigned to NRF crews, e.g., shipboard fire fighting, to facilitate obtaining school quotas and scheduling necessary training.

e. Monitors Reserve unit submission of Reserve award recommendations.

f. Monitors SELRES training and administration through routine inspections, audits and assist visits (RATE program).

g. Performs other duties as may be assigned.

Note: NRF Operations Officer only at NAVRESREDCOM Regions 8, 11, and 19.

TRAINING OFFICER (N71)

1. Basic Function. Under the direction of the Director of Regional Operations and Training; plans, manages, and administers the training programs within the Region.

2. Tasks

a. Evaluates training methods. Advises and assists the NAVRESCEN commanding officers in achieving maximum instructor effectiveness and employment of training hardware/devices.

b. Provides training equipment maintenance support to subordinate activities through use of local resources and liaison with COMNAVSURFRESFOR (N71).

c. Initiates training and personnel management to improve readiness.

d. Implements train-the-trainer program.

e. Coordinates and monitor usage of training equipment funds, exportable training funds, and civilian augment training funds in support of training requirements.

f. Plans and programs for training support requirements.

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personnel to vacant billets and generates RTSS(TE) reports necessary to evaluate manning effectiveness and readiness within the REDCOM.

b. Tasks

(1) Maintains liaison with all commands in the REDCOM and provides coordination among all commands to ensure proper readiness and manning of programs and units in the REDCOM.

(2) Prepares RTSS(TE) reports and distributes information required to evaluate training, readiness, and personnel manning.

(3) Provides initial screening of personnel to establish qualifications for assignments to programs and vacant billets.

(4) Screens billet assignments, on a continuing basis, to ensure all enlisted assignments are per priority manning and NEC/billet requirements.

(5) Provides custom RTSS(TE) reports upon request.

(6) Functions as the technical liaison between RTSS(TE) and RSTARS.

(7) Provides all necessary and/or required coordination and technical guidance required between RTSS(TE) and RSTARS, and "hands-on" support necessary to maintain the readiness and manning of programs and units throughout the REDCOM.

(8) Monitors RTSS(TE)/RSTARS reports on gains, losses, reenlistments/discharges/extensions and advancements for timeliness and correctness of entries.

(9) Assists in the inspection of subordinate commands.

(10) Provides assist visits as requested.

(11) Performs other duties as assigned.

25. Enlisted Personnel Administrator (Drill Pay Administration)
(N11D)

a. Basic Function. Under the direction of the Enlisted Personnel Supervisor performs all daily functions related to

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g. In coordination with Director of Logistics and Maintenance, manages the development, procurement, implementation, and use of training equipment.

h. Using the Command Training Management Module, monitors and analyzes RSTARS(TM) data for subordinate activities to ensure training plans are written to maximize mobilization readiness.

i. Review STEPS submissions to ensure that planned training is based upon requirements and properly prioritized.

j. Collects, prioritizes, and submits unfunded training requirements to COMNAVSURFRESFOR.

k. Reviews all requests for school quotas, civilian augment training, exportable training, and train-the-trainer funding.

l. Performs other duties as may be assigned.

MEDICAL TRAINING/CREDENTIALS OFFICER (N72)

1. Basic Function. Under the direction of the Director of Regional Operations and Training; manages and monitors training of Naval Reserve Medical Department personnel under the cognizance of the NAVRESREDCOM to achieve the highest degree of mobilization readiness.

2. Tasks

a. Liaises with COMNAVSURFRESFOR (N92) to implement medical training programs.

b. Liaises with military commands, local civilian organizations, state and federal agencies or facilities providing training platforms and/or services to Naval Reserve Medical Department personnel. Ensures all agreements for support from other than DoD activities have been reviewed by NAVRESREDCOM (N01B) to ensure that government liability issues are properly addressed.

c. Assists NAVRESCENs and medical unit commanding officers in the development, implementation, and coordination of training plans for medical department personnel.

d. Coordinates and monitors usage of training equipment funds, exportable training funds, civilian augmented training funds, and local Continuing Medical Education (CME) funds in support of training requirements.

e. Assists SELRES medical personnel in planning, coordinating and executing AT/IDTT to training platforms and other mobilization training sites.

f. Implements and coordinates the CME/continuing education program per current directives.

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(2) Coordinates with subordinate commands and commissioned units the collection and logging of pay problems within REDCOM 22.

(3) Logs reported pay problems received from field activities in the pay problem Resolution Status Log (RSL) located on the RTSS(TE) computer.

(4) Researches pay problems for resolution. Advises field activities of required actions to resolve pay problems. Reports to COMNAVRESFOR (Code 10) the status of research performed and recommended action, if known, required to solve pay problems.

(5) Maintains REDCOM files of reported pay problems. Collates data for reports to the Readiness Commander.

(6) Provides guidance to field activities in drill reporting procedures to resolve pay problems. Notifies field activities of gain/loss problems and identifies corrective actions.

(7) Ensures all RSTARS personnel administration is processed per current directives.

(8) Provides for the prompt and correct processing in RSTARS of all gains, losses and miscellaneous entries for officers and enlisted personnel.

(9) Monitors all personnel transactions submitted via RSTARS to ensure prompt and correct reporting on personnel for maintenance of IMAPMIS.

(10) Assists in the inspection of subordinate commands.

(11) Provides assist visits upon request.

(12) Performs other duties as assigned.

24. Enlisted Personnel Administrator (RTSS(TE)Enlisted Billet Coordinator) (N11C)

a. Basic Functions. Under the direction of the Enlisted Personnel Supervisor makes the initial assignment of IAP

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- g. Implements and coordinates consolidated medical training per current instructions.
- h. Serves as medical training advisor to all programs having medical personnel assigned, including the Reserve Naval Construction Force and NRF ships.
- i. Coordinates with NAVRESCEN medical training petty officers to schedule consolidated medical training when practical, e.g., courses. Coordinates applications for all medical formal schools per current guidance.
- j. Performs other duties as may be assigned.

FLEET HOSPITAL COORDINATOR (N73)

1. Basic Function. Under the direction of the Director of Regional Operations and Training, manages and monitors the training of Fleet Hospital personnel under the cognizance of the NAVRESREDCOM to achieve the highest degree of mobilization. It is intended that the person filling this billet work exclusively for the commanding officer of the fleet hospital assigned and not be assigned any other duties, including collateral duties, on the NAVRESREDCOM staff.

2. Tasks

- a. Liaises with the fleet hospitals relating to implementation of medical training for fleet hospital personnel.
- b. Liaises with military commands, and local civilian, state and federal agencies or facilities providing training platforms for fleet hospital personnel.
- c. Assists fleet hospital commanding officers with the development, implementation and coordination of training plans for fleet hospital personnel.
- d. Coordinates and monitors usage of training equipment funds, exportable training funds, civilian augmented training funds, and local CME funds in support of training requirements.
- e. Assists in planning, coordinating and executing AT/IDTT to training platforms and other mobilizations training sites.
- f. Coordinates applications for quotas to formal schools required for fleet hospital personnel per current guidance.
- g. Performs other duties as may be assigned.

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(5) Provides guidance on NEC requests and recommends approval or disapproval to higher authority.

(6) Monitors APG, OSVET/NAVET, HYT, RAMP and all other special programs by maintenance of a command database. Coordinates and receives input from subordinate commands. Monitors programs to ensure compliance with applicable directives.

(7) Monitors and provides guidance to field activities on reporting and updating of enlisted DOT civilian occupation codes in RSTARS (MP).

(8) Monitors RTSS/RSTARS reports to ensure compliance with reporting of IMAPMIS data from field activities.

(9) Provides assist visits for subordinate commands upon request.

(10) Provides guidance to field activities in the REDCOM on all aspects of enlisted advancement eligibility, advancement examination administration, worksheet preparation and ordering, storage and destruction of advancement examinations.

(11) Maintains ESO database used to prepare Advancement Examination Order list. Prepares worksheets for eligible individuals. Orders advancement examinations and coordinates with overseas PSD's for their administration.

(12) Performs other duties as assigned.

23. Enlisted Personnel Administrator (RSL Coordinator) (N11B)

a. Basic Functions. Under the direction of the Enlisted Personnel Supervisor, maintains all daily functions related to the Research Status Log (RSL) and resolution of drill pay problems.

b. Tasks

(1) Maintains liaison with all commands in the REDCOM and provides coordination among all commands to ensure proper RSTARS (MP) personnel and pay procedures are maintained.

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(19) Member staff Executive Steering Committee.

21. Enlisted Personnel Supervisor (N11)

a. Additional Tasks.

(1) Monitors High Year Tenure (HYT) program.

(2) Provides technical advise on Defense Enrollment Eligibility Reporting (DEERS), Navy Enlisted/Officer Recording System (NEOPS).

(3) Addresses problem areas to COMNAVSURFRESFOR in the area of Reserve Manpower Administration.

(4) Prepares outgoing correspondence for the department. Reviews correspondence for proper punctuation, spelling and grammar.

(5) Conducts assist visits for subordinate commands upon request.

22. Enlisted Personnel Administrator (Classification) (N11A)

a. Basic Function. Under the direction of the Enlisted Personnel Supervisor maintains all daily functions related to Enlisted Classification functions, monitoring of HYT, APG/OSVET/NAVET programs and administrative services support as directed.

b. Tasks

(1) Maintains liaison with all commands in the REDCOM and provides coordination among all commands to ensure proper Reserve Personnel administrative procedures are maintained.

(2) Ensures all commands in the REDCOM maintain an effective enlisted classification program.

(3) Functions as the command Enlisted Classification Coordinator.

(4) Provides guidance on the Rating Conversion Program and recommends approval or disapproval to higher authority.

SECTION VII

LOGISTICS/MAINTENANCE

DIRECTOR OF LOGISTICS AND MAINTENANCE (N4)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, plans, implements, coordinates, and manages supply resources available to the Commander for accomplishment of the Naval Reserve mission.

2. Tasks

a. Manages and maintains assigned property and material resources.

b. Manages and directs acquisition, distribution, overhaul, and dispose of material in support of subordinate activity operations. Report excess material per current directives.

c. Ensures the submission of budget inputs for areas of responsibility to the comptroller.

d. Advises and assists subordinates regarding supply policy, directives, regulations, and instructions.

e. Plans and coordinates supply functions.

f. Maintains standard operating systems throughout supply elements per the direction of higher authority.

g. Establishes control systems required for assessing supply support effectiveness.

h. Conducts supply/logistics training for staff and subordinates as required.

i. Performs procurement functions for the staff and subordinate activities as appropriate.

j. Processes, certifies, and forwards to the Defense Finance Accounting Service all invoices received in support of commercially procured goods and services.

k. Processes survey documents for items missing, lost, stolen, damaged or destroyed, and expend from records.

l. Manages the use of small arms ammunition in coordination with the Director of Regional Operation and Training, and submit required reports.

m. Establishes and manages maintenance contracts for equipment.

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(5) Ensures all subordinate commands have required guidance to correctly activate SELRES personnel.

(6) Attends the COMNAVBASE Seattle Mobilization Processing Site (NMPS) coordination/planning meetings as required.

(7) Conducts liaison with effected commands to ensure tracking of all planned unit establishments, disestablishments, relocations and retitlements.

(8) Conducts demographic studies and reviews subordinate command capabilities in order to determine proper unit locations.

(9) Addresses problem areas and issues to COMNAVRESFOR/COMNAVSURFRESFOR concerning Reserve manpower administration.

(10) Monitors and tracks all incoming and outgoing manpower correspondence and prepares responses to action items.

(11) Acts as the initial and frequently primary point of contact for questions regarding time of submission and receipt of applications, and convening dates for boards.

(12) Keeps subordinate commands informed of all boards.

(13) Attends planning/training sessions for boards as required.

(14) Ensures all board applications meet prerequisites and are forwarded correctly.

(15) Acts as board recorder or member as required.

(16) Makes recommendations to the Commander regarding the prioritization of candidates for Naval Reserve Statutory and Administrative Boards after thoroughly reviewing each candidate's application.

(17) Ensures that the billet file forwarded to the annual COMNAVSURFRESFOR Screening and Detailing Board is correct.

(18) Ensures all SELRES personnel receive proper pay/compensation and drill credit.

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- n. Maintains operating targets for the staff. Post all expenditures, receipts and adjustments. Provide status of funds and submit budgetary data to comptroller.
- o. Conducts inventories and maintains related records, reports acquisitions and dispositions of property and perform reconciliations for plant property accounting reports.
- p. Manages and administers the use of and allowance for civil engineering support equipment transportation equipment.
- q. Requisitions and procures office equipment and supplies, and maintains consumable office supplies storeroom for the staff.
- r. Monitors and assesses the training of SELRES supply personnel.
- s. Assists in the coordination and assessment of the mobilization and professional training of SELRES assigned to Naval Supply Systems Command (NAVSUPSYSCOM) sponsored units.
- t. Maintains liaison with gaining commands, technical sponsors and other DoD activities, as required, to coordinate training evolutions.
- u. Performs other duties as may be assigned.

SUPPLY SUPERVISOR (N41)

1. Basic Function. Under the direction of the Director of Logistics, trains field logistics personnel in proper supply procedures. Ensures that all procurement transactions are carried out per NAVSUPSYSCOM and/or other higher authority instructions. Ensures that proper financial accounting and reporting is carried out per COMNAVRESFOR and NAVRESREDCOM directives. Coordinates the training of field supply personnel in financial procedures with the Comptroller.

2. Tasks

- a. Provides counseling service, as appropriate, to storekeepers at NAVRESCENS and conducts storekeeper workshops to apprise them of new supply procedures.
- b. Reviews all disposition, acquisition, and survey documents submitted by field activities.
- c. Ensures that class I, II, III and IV plant account inventories and reconciliations are accomplished by subordinate activities.
- d. Assists in evaluation and inspection of Naval Reserve activities.
- e. Assists in distribution and redistribution of equipment and material at NAVRESREDCOM activities.

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b. Tasks

(1) Types drafts and smooths of reports, instructions, notices, naval letters, certificates, enlisted evaluations and other Navy Correspondence.

(2) Advises and assists other command personnel on correct preparation of correspondence and reviews work for accuracy.

(3) Operates various related office equipment to perform duties indicated above. (ADP equipment, facsimile machine, scanner, copier, etc.)

(4) Answers office telephone and delivers related messages.

(5) Performs other duties as assigned.

20. Director, Personnel Management (N1)

a. Additional Tasks.

(1) Maintains liaison with all commands in the region and provides coordination among all commands to ensure proper Reserve personnel administrative procedures are maintained. Ensures all Naval Reserve manpower policies and procedures are properly followed and executed within the region.

(2) Acts as regional active duty Mobilization Agent. Responds to implementation orders for mobilization ensuring the designated commands and individuals are notified. Reviews all COMNAVRESFOR implementation orders and ensures Reserve Centers designated as the mobilization activity are aware of the pending mobilization.

(3) Executes all guidance regarding the activation/mobilization/demobilization/deactivation of SELRES personnel.

(4) Works with the REDCOM Mobilization Officer in regional mobilization and mobilization exercises (MOBEX) planning, operations and coordination. Assists the REDCOM Mobilization Officer in the coordination for, and operation of, an annual MOBEX.

f. Manages the procurement, receipt, transfer, survey, and shipment of equipment and furniture to and from NAVRESREDCOM activities.

g. Establishes and maintains records and files pertaining to material and excess property management.

h. Advises and assists field activities with equipment plant account control.

i. Acquires and issues NAVRESREDCOM staff equipment and supplies; and provide equipment for staff duplicating services.

j. Supervises the preparation of requisitions, purchase orders, printing requests and maintains appropriate records.

k. Liaises with Naval Reserve Personnel Center concerning detailing of storekeepers within the NAVRESREDCOM.

l. Assists the Director of Logistics in executing the functions of regional coordination and assessment of the mobilization and professional training of SELRES assigned to NAVSUPSYSCOM sponsored units.

m. Screens various supply related directives and correspondence for applicability to Naval Reserve activities and keep the activities apprised accordingly.

n. Coordinates and monitors the issuance of clothing, substance/rations-in-kind and contract berthing at assigned field activities.

o. Reviews field activity requests for additional or increased services and advise the comptroller of validity.

p. Coordinates action on disposition, acquisition, and survey documents by field activities.

q. Ensures staff supply personnel are properly trained in supply procedures and staff supply support is adequate.

r. Monitors execution of procurement transactions within the limits of NAVSUPSYSCOM procurement authority held by the NAVRESREDCOM staff and subordinate activities.

s. Performs other duties as may be assigned.

FACILITIES MANAGEMENT OFFICER (N42)

1. Basic Function. Under the direction of the Director of Logistics and Maintenance; plan, manage, and administer facilities planning and management.

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b. Tasks

- (1) Performs duties associated with Navy Official Mail Clerk.
- (2) Receives, opens and handles all incoming and outgoing official government mail (classified and unclassified).
- (3) Controls incoming action mail and associated ADP systems.
- (4) Controls all incoming and outgoing messages (classified and unclassified). Includes the daily electronic message routing and maintenance of associated message files including general messages.
- (5) Serializes and distributes file copies of correspondence.
- (6) Maintains all correspondence, message and associated mail logs.
- (7) Maintains all correspondence files. Includes staff read and command SSIC files.
- (8) Operates various office equipment as necessary in the accomplishment of the above duties.
- (9) Answers office phone and takes messages as required.
- (10) Maintains special files, message files, directives control point, appropriate publications and other pertinent information.
- (11) Performs other duties as assigned.

19. Clerk-Typist (N01A4/5)

a. Basic Function. Under the direction of the Administrative Assistant, Administrative Supervisor and Director, Command Services, prepares smooth reports, instructions, notices, naval letters, certificates, and other Navy correspondence in support of the command.

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2. Tasks

a. Provides for prudent land and facilities planning, identification of facility-related resource requirements, the material condition, safety and appearance of assigned land and facilities, proper and economic use of assets, and the efficient and effective application of manpower and funds.

b. Conducts a facilities management program:

(1) Submits and executes an annual budget for real property maintenance and repair, minor construction requirements within financing authority, utility operations, and other engineering support.

(2) Ensures that an accurate annual inspection summary is submitted by subordinate commands and consolidate submission.

(3) Submits special projects summary list with step I request for each deficiency.

(4) Submits Step II special project request for any special project designated by COMNAVRESFOR.

(5) Ensures subordinate activities maintain facilities records per NAVFAC MO 323.

c. Conducts a facilities planning program:

(1) Updates and maintain basic facilities requirements for subordinate activities, and revises and submits the military construction requirements list.

(2) Submits project documentation for all construction/alteration projects of military construction scope.

(3) Reviews interservice support host/tenant agreements, permits, memorandums of understanding, ingrats, easements, leases, and all other real estate agreements.

d. Conducts command inspection and assist visits to subordinate commands for facilities matters.

e. Provides professional advice and assistance to the Commander regarding civil engineering matters.

f. Functions as an engineering consultant and advisor in the overall management of facilities.

g. Conducts an energy conservation program.

h. Conducts an environmental program.

(1) Ensures proper disposal of all hazardous waste.

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17. Administrative Clerk (N01A2)

a. Basic Function. Under the direction of the Admin Supervisor, provides administrative support.

b. Tasks

(1) Prepares and reviews outgoing correspondence and messages for accuracy, format and neatness.

(2) Maintains correspondence files, special files, message files, directives control point, appropriate publications and other pertinent information.

(3) Maintains the command master file of applicable directives.

(4) Performs liaison with the PERSUPPDET regarding staff personnel records.

(5) Maintains command leave log, process leave requests and adjudicate per procedures. Administers staff TAD/leave requests.

(6) Administers the Privacy and Freedom of Information Act Program for the command.

(7) Types active duty and SELRES Evaluations for the staff, and Civilian Personnel Performance Appraisals for the department.

(8) Provides administrative and word processing support as directed.

(9) Performs other duties as assigned.

18. Mail and File Clerk (N01A3)

a. Basic Function. Under the direction of the Administrative Assistant, the Administrative Supervisor and the Director, Command Services, monitors all incoming and outgoing mail, correspondence and messages (classified and unclassified). Maintains all required logs and files for incoming and outgoing correspondence and messages.

(2) Ensures potential for environmental impact is assessed on all construction and for any planned actions which could adversely impact the environment.

i. Assigns a full time support member to be the Reserve Intermediate Maintenance Activity Coordinator to manage the Reserve Intermediate Maintenance Activity Coordinator program.

j. Performs other duties as may be assigned.

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(3) Reviews outgoing correspondence and messages for accuracy, format and neatness; serializes and distributes correspondence.

(4) Maintains a registered/certified mail log of outgoing/incoming mail.

(5) Monitors maintenance of the command master file of applicable directives.

(6) Initiates and maintains correspondence files, special files, and message files.

(7) Acts as the directives control point for appropriate publications and other pertinent information.

(8) Prepares active duty and SELRES Evaluations for the staff, and Civilian Personnel Performance Appraisals for the department.

(9) Acts as the Forms Manager for the staff and for all Echelon V subordinate activities. Monitors administrative forms requirements.

(10) Monitors the Privacy and Freedom of Information Act Program for the command.

(11) Administers the Classified Mail Control Program.

(12) Monitors and enhances awareness/recommendations for the Paperwork Reduction Program.

(13) Provides administrative guidance and support to subordinate activities, particularly items identified by an inspection or visit.

(14) Serves as the Official Mail Manager.

(15) Oversees the In-rate Training of all staff Yeoman and Personnelmen.

(16) Performs other duties as assigned.

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(8) Maintains liaison with the COMNAVRESFOR PAO and the local area PAO for guidance, coordination, and cooperation. Report actual or anticipated adverse Reserve related news coverage to all of the above by the fastest means available.

(9) Establishes and maintains liaison with Navy League, Naval Reserve Association, Reserve Officers Association, Naval Enlisted Reserve Association and other appropriate civilian organizations.

(10) Provides assistance and technical advice to assigned Naval Reserve public affairs units and other public affairs assets within the REDCOM.

(11) Coordinates preparation and submission of the command history and preparation and presentation of the command briefing.

(12) Performs other duties as assigned.

15. Director of Command Services (N01A)

a. Additional Tasks

(1) Serves as the Command's Security Manager.

(2) Monitors command Information Security Program.

(3) Member Executive Steering Committee.

16. Administrative Assistant (N01A1)

a. Additional Tasks

(1) Receives, reviews and routes all classified and unclassified correspondence, mail, directives and messages within the command.

(2) Establishes and maintains tickler and follow-up systems on "Action" correspondence, evaluations and awards and monitors regular and special reports. Monitors administrative report requirements.

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SECTION VIIIPLANS/ANALYSISDIRECTOR OF PLANS AND ANALYSIS (N5)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, responsible for resource requirements, organization, information analysis, and future program development.

2. Tasks

a. Reviews and evaluates unit establishment, disestablishment, or relocations to meet future requirements.

b. Assists with preparing the NAVRESREDCOM Program Objective Memorandum (POM) for submission to COMNAVSURFRESFOR.

c. Coordinates and provide support to the annual NAVRESREDCOM Naval Reserve Policy Board.

d. Plans for, provides guidance to, and oversees the development and implementation of Naval Reserve mobilization and contingency plans within the NAVRESREDCOM.

e. Prepares for emergencies or disasters as directed by the Regional Planning Agent.

f. Develops the command long range vision and periodically review to assess progress and revisions necessary.

g. Performs other duties as may be assigned.

ANALYSIS OFFICER (N51)

1. Basic Function. Under the direction of the Director of Plans, provides analysis of management issues to the Readiness Commander, develops plans to achieve mission objectives, and monitors execution of these plans.

2. Tasks

a. Research management issues or concerns as directed by the Readiness Commander.

b. Develops plans of action and milestones as required.

c. Recommend methods to improve management processes.

d. Monitors implementation of recommendations.

e. Monitors all aspects of mobilization readiness, analyze results, and recommend improvements to the Readiness Commander.

f. Performs other duties as may be directed.

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(3) Coordinates support requests for Marine Corps exercises.

(4) Effects liaison with all SMCR Inspector-Instructor/Commanding Officers within the respective supporting Naval Reserve activities area.

14. Assistant Public Affairs (N01H1)

a. Basic Function. Provides assistance to the Public Affairs Officer on all matters pertaining to internal/external relations and command information.

b. Tasks

(1) Assists the PAO with planning, organizing and implementing a vigorous Command Information program applicable to all personnel within the region.

(2) Assists with the publication of the REDCOM newsletter, gathering newsworthy stories, editing and putting the newsletter together in a desk-top publishing program.

(3) Provides all administrative, clerical and secretarial support to the PAO.

(4) Assists with promoting the mission and increased understanding of the vital importance of the Naval Reserve.

(5) With approval from the PAO and/or COS/CSO serves as the releasing authority to civilian news media. If directed, represents the Commander in relations with local and regional news media.

(6) Establishes and maintains liaison with higher authority for Reserve related news. Ensures newsworthy items are submitted to higher authority for publication.

(7) Assists with the preparation of speeches, background material and other material, as required, in connection with appearances by the Commander; assist other staff officers in preparation of speeches and other public presentations.

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MOBILIZATION OFFICER (N52)

1. Basic Function. Under the direction of the Director of Plans; plan for, provide guidance and resource support, and oversee the development and implementation of Naval Reserve mobilization and contingency plans within the region.

2. Tasks

a. Under guidance furnished by higher authority, plan for recall of units or individuals in the event of mobilization. Provide guidance for the assigned activity commanding officer.

b. Develop NAVRESREDCOM mobilization plans to implement directives from higher authority.

c. Develop and issue other command contingency plans, as required.

d. Ensure development and adequacy of mobilization plans by all subordinate activities to ensure conformance to current NAVRESREDCOM mobilization plans and policies.

e. Maintain a library of directives, plans and supporting data from other commands to assist in the formulation of mobilization plans.

f. Advises and assists subordinate commands and NAVRESREDCOM staff in identifying responsibilities, preparations necessary, command relationships, and liaison requirements in the event of mobilization.

g. Liaises with and uses Personnel Mobilization Detachment Teams within the NAVRESREDCOM where assigned in carrying out the mobilization planning mission.

h. Advises and assists in the conducting of mobilization exercises and inspections, employing personnel mobilization teams where possible. Provide evaluations and recommendations to the NAVRESREDCOM Commander as required by higher authority.

i. Ensures execution of alert conditions and mobilization drills by all subordinate commands and further ensure commanding officers are fully cognizant of their responsibilities upon mobilization.

j. Performs other duties as may be assigned.

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(2) Segments the organizational, functional, programmatic or other appropriate entities capable of being evaluated into assessable units at both the Readiness Command and subordinate commands.

(3) Constructs a five-year plan that allows for a vulnerability study of each assessable unit at least once during the plan.

(4) Provides guidance on the Command Evaluation Program and the Management Control Program to subordinate commands.

(5) Detects deficiencies, improprieties or inefficiencies in processes and/or functional areas.

(6) Provides the Readiness Commander with objective evaluations and reports from completed reviews, evaluations, studies, and analyses.

(7) Prepares annual, semi-annual and situational certification statements, tracking reports, and status reports required by higher authorities.

(8) Maintains a system to follow-up/monitor the status of each report finding and recommendation.

(9) Provides input for performance appraisals (civilians) and fitness reports (officers) of those responsible for individual assessable units which reflects management responsibilities, accomplishments, and deficiencies.

(10) Ensures annual reviews are conducted on civilian timekeeping and payroll procedures.

13. Marine Corps Liaison Officer (N01G)

a. Additional Tasks

(1) In conjunction with the supporting Naval Reserve activity, through visits and liaison, monitors and ensures the adequacy of Naval Reserve support to Marine Corps Forces.

(2) Conducts liaison with the 4th MARDIV/4th MAW as required. If requested, provide input for and/or attend appropriate conferences hosted by the SMCR.

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SECTION IXCOMPTROLLERCOMPTROLLER (N8)

1. Basic Function. Chief financial advisor to the Readiness Commander. Responsible for developing the Region's budget using inputs provided by staff directors and NAVRESCEN commanding officers, and monitoring the execution of the Region's financial plan within the constraints of the policies and procedures mandated by higher authority and the priorities established by the Readiness Commander.

2. Tasks. Specific tasks may include but are not limited to the following:

a. Responsible for executing overall budgetary policy guidance provided by COMNAVRESFOR (N8) and COMNAVSURFRESFOR (N01B).

b. Accountable for properly recording and overseeing the expenditure of all funds, primarily Operation and Maintenance, Naval Reserve and Reserve Program Navy within the Region.

c. Recommends reprogramming actions to the Commander when necessary.

d. Monitors all contracts, leases, and interservice support agreements to protect the command's fiduciary interests.

e. Conducts assessments of all financial records in the Region.

f. Formulates and submits annual budget and program objective memorandum inputs to the Readiness Commander to be forwarded to COMNAVRESFOR (N8) and COMNAVSURFRESFOR (N8) after the Commander's approval.

g. Oversees personnel in the Comptroller directorate to ensure that all tasks are properly conducted.

h. Coordinates with training department personnel to ensure proper budgeting and expenditure of all training funds.

i. Performs other duties as may be assigned.

BUDGET ANALYST (N81)

1. Basic Function. Budget analysis, including formulation, justification, presentation, and/or execution of a portion of an organizations budget. This work requires knowledge and skill in the application of related laws, regulations, policies, precedents, methods and techniques of budgeting.

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Chaplain in all matters and policies pertaining to the religious and moral well-being of assigned military personnel and their family members.

b. Tasks

(1) Supports the staff Chaplain and religious activities at the command as well as at subordinate commands.

(2) Assists with the coordination of Religious workshops, training and seminars.

(3) Provides recommendations on the assignment of Religious Program Specialists in the region.

(4) Coordinates and conducts training for Religious Program Specialists in the region.

(5) Maintains records, ecclesiastical documents and references of various faith groups.

(6) Sets up church call and religious services, ceremonies, fellowship activities and education programs.

(7) Provides administrative, clerical and secretarial support to the Chaplain, preparing correspondence and making telephone calls.

(8) Maintains liaison with religious and community agencies as directed.

(9) Maintains liaison with COMNAVRESFOR Force Chaplain's office.

(10) Performs other duties as assigned.

12. Command Evaluation/Management Control Officer (N01F)

a. Additional Tasks

(1) Solicits input from department heads to identify problems in related functional areas.

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2. Tasks. Specific tasks may include but are not limited to the following:

a. Performs routine budget administration functions in the formulation and revision of annual budget estimates for base support activities and components.

b. Formulates and revises the annual budget estimates. Researches, compiles and summarizes data involving salaries, expenses and object class and line item information. Selects and enters budgetary information on a wide variety of related forms, schedules, and reports. Analyzes the effect of projected cost changes.

c. Drafts procedural guidance concerning the format (e.g., zero base, most efficient organization) for submission of annual estimates of funding needs.

d. Performs routine budget administration functions in the execution of an annual appropriated fund budget.

e. Monitors, reviews, and checks requests for allotments of funds from approved operation budgets. Monitors and tracks obligations and expenditures for base/mission support functions throughout the execution phase of the annual operating budget.

f. Reports transfer of funds between object class and line item accounts under the same appropriation or allotment. Analyzes the effect of cost changes such as personnel salaries and related expenses or utility costs and supplies.

g. Performs routine budget administration functions in the formulation of an annual industrial fund budget.

h. Calculates costs, such as purchasing, receiving, and issuing supply items. Determines overhead charges (e.g., labor, transportation, facilities, and equipment costs) to be passed along to customers.

i. Compiles, consolidates and summarizes budgetary data from source documents such as supply orders, purchase orders, accounting records, work reports, payroll records, and inventory reports for use in preparing estimates.

j. Prepares, reviews, consolidates, and revises budget estimates. Selects and enters budgetary information on a wide variety of related forms, schedules, and reports. Analyzes the effect of projected cost changes.

k. Drafts procedural guidance concerning the format for submission of annual estimates of funding needs.

l. Performs routine budget administration functions in the execution of an industrial fund budget.

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(2) Reviews Annual Training requests from chaplains and Religious Program Specialists to ensure duty requested is appropriate.

(3) Coordinates schedules and funding for training evolutions, conferences and workshops involving the region's religious personnel.

(4) Holds Church Call on drill weekends or ensures another chaplain or layperson is available to conduct Church Call.

(5) Maintains contact with the COMNAVSURFRESFOR/COMNAVRESFOR Force Chaplain for the purpose of keeping abreast of changes, developments and issues affecting the Reserve religious programs.

(6) Maintains contact with all chaplains and Religious Program Specialists in the region through a quarterly newsletter to keep them informed of mobilization needs, opportunities for training, general Navy information and other items of interest.

(7) Interviews prospective candidates for the Chaplain Corps and assists with the accession process.

(8) Supervises and runs the Unauthorized Absentee (U.A.)/Deserter Program which requires contact with each family of a U.A./Deserter in the Region.

(9) Maintains liaison with the active duty chaplains in the area for mutual planning, funeral coverage, Reserve utilization of active duty training opportunities and other pertinent issues.

(10) Participates in special command events (i.e., Changes of Command, Retirement ceremonies, etc.).

(11) Provides pastoral assistance to Casualty Assistance Calls Officer (CACO) assignments.

11. Assistant Religious Program Specialist (N01D1)

a. Basic Function. Under the direction of the Staff Chaplain, serves as the assistant to the Chaplain. Supports the

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m. Monitors and tracks obligations, expenditures and the flow of funds throughout the execution phase of the annual operating budget. Provides advice and assistance to managers concerning the budgetary aspects of the installation's programs.

n. Reviews requests for allotments of funds for conformation to budget regulations. Identifies and reports differences which are not in keeping with the annual work plan.

o. Analyzes the effect of cost changes such as personnel salaries and related expenses or utility costs and supplies.

p. Reviews, edits, and consolidates budget estimates, and to adjust data in related forms and schedules.

q. Executes appropriated fund budgets to determine whether obligations, expenditures, and requested allotments are within funding limitations in the approved budget.

r. Executes industrial fund budgets to determine whether obligations, expenditures, and requested allotments are within funding limitations in the approved budget.

LEAD BUDGET ASSISTANT (N82)

1. Basic Function. The incumbent provides internal control of allotted operation and maintenance funds and performs a variety of duties as Lead Budget Assistant in connection with budgeting, accounting, and maintaining control of funds. This position leads 3 GS-4/5 Budget Assistants.

2. Tasks. Specific tasks may include but are not limited to the following:

a. Monitors the status and progress of work, and makes day-to-day adjustments per established priorities, obtaining assistance from the Comptroller on problems that may arise, such as backlogs which cannot be disposed of promptly.

b. Estimates and reports expected time of completion of work, and maintains records of work accomplishments and time expended. Prepares production reports as requested.

c. Instructs employees in specific tasks and job techniques and makes available written instructions, reference materials and supplies.

d. Gives on-the-job training to new employees per established procedures and practices.

e. Maintains current knowledge and answers questions of other employees on procedures, policies, directives, and obtains needed information or decisions from Comptroller.

f. Reviews work in progress or spot checks work not requiring review (e.g., filing or direct services) and assesses

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Provides guidance and works to ensure region-wide conformance with policies. Recommends and implements policy changes when necessary.

(11) Formulates information systems budget. Identifies new technologies to improve information management and preserve resources. Develops acquisition strategy and implementation plans in conjunction with NAVRESREDCOM REG 22 (N5)

(12) Develops Abbreviated Systems Decision Papers for NAVRESREDCOM Federal Information Processing Systems acquisitions. Assists subordinate commands with the preparation of Abbreviated Systems Decision Papers, and evaluates them for compliance with NAVRESREDCOM, COMNAVSURFRESFOR, and Naval Reserve Information Systems Office policies and directives.

(13) Manages the Local Area Network (LAN) and Wide Area Network, and is the regional LAN administrator and Naval Reserve Network coordinator. Establishes, evaluates, and continually modifies LAN use policies and procedures.

(14) Establishes training requirements for NAVRESREDCOM and subordinate activities. Conducts training on new applications as required.

(15) Serves as the NAVRESREDCOM Information Systems Security Officer. Ensures compliance with all pertinent security directives and policies. Inspects subordinate commands for compliance with security policies and procedures. Conducts security training. Performs all evaluations, contingencies, and tests to acquire and maintain full accreditation per pertinent directives.

(16) Performs other duties as assigned.

10. Chaplain (N01D)

a. Additional Tasks

(1) Provides religious support to the command and all assigned staff members, which includes providing encouragement, direction and pastoral assistance where needed.

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completed work to see that instruction on work sequence, procedures, methods, and deadlines have been met.

g. Amends or rejects work not meeting established standards. Refers questions or matters not covered by standards to the Comptroller.

h. Reports to supervisor on performance, progress and training needs of employees, and on disciplinary problems.

i. Receives and reviews documents to insure they are authorized per regulations charged to the correct appropriation and account, and funds are available to cover the obligation.

j. Reconciles all documents received to monthly reports and maintains status of funds for each operating target issued by the Comptroller. Maintains and files the official accounting copy of all obligation documents.

k. Performs other assigned duties as may be directed.

BUDGET ASSISTANTS

1. Basic Function. Serves as a source of budgetary information for a wide variety of appropriated fund accounts. Provides up-to-date budgetary information on a wide variety of guidelines and procedures applicable to appropriated funds.

2. Tasks. Specific tasks may include, but are not limited to, the following:

a. Assists in controlling all Readiness Command financial transactions through the Fund Administration and Standardized Documentation Automation (FASTDATA) program fund administrator component. Works directly with automated budget program to receive operating targets for all cost centers and controls all job orders and provides them to cost centers after downloading from official accounting system. Sets up all standardized data elements. Prepares transfer data disks and uploads electronically to the sites.

b. Uploads obligations from electronic (STARS-FL) bulletin board transmittals from sites to the official accounting system using FASTDATA procedures. Prepares overall status of funds from FASTDATA identifying differences between FASTDATA, BUD and IDAFMS. Makes adjustments manually as required.

c. Maintains travel control system for all NAVRESREDCOM travel. Prepares outstanding travel claim and pay checkage letters. Estimates all travel costs for each travel order. Prepares monthly status reports. Inputs obligations and adjustments to official accounting system and reconciles monthly.

d. Issues funding documents and maintains operating targets for reimbursable facilities-related funding using FASTDATA. Prepares all reimbursable work requests and project orders and

a. Basic Function. Under the direction of the Automated Information Systems (AIS) Specialist, provides assistance in all matters related to the acquisition, development, implementation, operation, maintenance, training and security of Federal Information Processing (FIP) Systems, including desktop computer systems, peripherals and local and wide area networks.

b. Tasks

(1) Reviews field and staff requests (Abbreviated System Decision Papers) for FIP resources. Properly endorses and forwards as appropriate.

(2) Maintains a status log of all ASDPS.

(3) Provides technical assistance/training to staff members and field commands for day-to-day computer operations including, but not limited to hardware failure, hardware repair, electronic mail, software installation, voice-mail and LAN/WAN.

(4) Plans and manages the installation of electronic mail services for the command.

(5) Develops and directs the Information Systems (IS) security program for the command. Ensures full compliance with all pertinent directives.

(6) Maintains liaison and seeks guidance from COMNAVSURFRESFOR and the Naval Reserve Information Systems Office regarding AIS and IS security issues.

(7) Provides training, instruction and guidance to Terminal Area Security Officers (TASO).

(8) Accepts and certifies delivery of new FIP resources. Distributes these resources to staff members and field activities as appropriate.

(9) Assists CEIS Manager with proper custody transfer/excess of FIP resources.

(10) Ensures computer usage, maintenance and security policies are disseminated to Surface staff and field activities.

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works closely with NAVCOMPT 2193s to monitor billings versus authorized amounts. Prepares and updates financial/spending plan as required and works with customers to obtain adequate reimbursable funding.

e. Analyzes guidance from higher authority and assists in preparation of annual budget. Prepares budget submission in required format to identify funding levels for reimbursable facilities-related items. Tracks actual reimbursable utility consumption and square footage and provides budget justification. Translates feeder information into budgetary line items and ISSA computations.

f. Prepares extensive and complicated budget reports showing the monthly fund reconciles memorandum records to official records. Verified and signed acceptance copies are received for all funding documents issued and takes any necessary follow-up action.

g. Reviews cost center monthly reconciliations for accuracy of authorizations, obligations, differences and problematic documents. Submits totals from reconciliations to be used in master command reconciliation or sends discrepancy letters to cost centers with unacceptable reconciliations.

h. Maintains discrepancy letters and weekly follow-ups to resolve all reconciliation problems. Tracks all returned reconciliations with a paper audit trail. Corrects all invalid documents identified from the STARS-FL database and the monthly reconciliations.

i. Performs civilian personnel timekeeping functions for the Readiness Command. Maintains all required timekeeping documents and liaises with the servicing human resource office concerning pay actions.

j. Maintains source documents for existing obligations and expenditures. Reviews and analyzes these documents to ensure proper accounts are charged.

k. Reviews outstanding obligations and accounts payable to determine current status of documents and take action to expedite expenditure, liquidation, or cancellation.

l. Files and distributes financial reports. Makes changes to directives as required.

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- (2) Maintains a status log of all ASDPs.
- (3) Provides technical assistance/training to staff members and field commands for day-to-day computer operations including, but not limited to hardware failure, hardware repair, electronic mail, software installation, voicemail and LAN/WAN.
- (4) Plans and manages the installation of electronic mail services for the command.
- (5) Develops and directs the Information Systems (IS) security program for the command. Ensures full compliance with all pertinent directives.
- (6) Maintains liaison and seeks guidance from COMNAVSURFRESFOR and the Naval Reserve Information Systems Office regarding AIS and IS security issues.
- (7) Provides training, instruction and guidance to Terminal Area Security Officers (TASO).
- (8) Maintains the command's inventory of all computer equipment. Ensures all equipment is properly tagged for inventory control and reported in the Controlled Equipage Inventory System (CEIS).
- (9) Accepts and certifies delivery of new FIP resources. Distributes these resources to staff members and field activities as appropriate.
- (10) Ensures proper custody transfer/excessing of FIP resources.
- (11) Ensures computer usage, maintenance and security policies are disseminated to Surface staff and field activities. Provides guidance and works to ensure region-wide conformance with policies. Recommends and implements policy changes when necessary.
- (12) Performs other duties as assigned.

9. Automated Information Systems Support (N01C2/3)

b. Tasks

(1) Render preliminary legal assistance and advice and schedule appointments for the SJA.

(2) Prepare drafts of powers of attorney, simple wills, affidavits, immigration and naturalization forms, and other military legal matters.

(3) Support the SJA with respect to military justice, JAGMAN investigations, and other military legal matters.

(4) Establish and maintain unit punishment book.

(5) Plan, coordinate, assist, and monitor the training of the Legalmen in the region when such training is sponsored directly by the Readiness Command.

(6) Prepare all correspondence and directives for the SJA.

(7) Conduct legal research and prepares legal background as directed by the SJA.

(8) Perform other duties as assigned.

8. Automated Information Systems (AIS) Specialist (N01C1)

a. Basic Function. Under the direction of the Automated Information Systems (AIS) Officer, provides assistance in all matters related to the acquisition, development, implementation, operation, maintenance, training and security of Federal Information Processing (FIP) Systems, including microcomputer systems and peripherals and local and wide area networks. Directs Data Processing Technicians in system installation, operation, configuration, database management, testing, maintenance, and training for the Readiness Command and subordinate activities.

b. Tasks

(1) Reviews field and staff requests (Abbreviated System Decision Papers) for FIP resources. Properly endorses and forwards as appropriate.

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SECTION XHEALTH SERVICESDIRECTOR OF HEALTH SERVICES (N9)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, implement, administer, and provide oversight of health of the Force programs for all SELRES personnel assigned within the NAVRESREDCOM area of responsibility. Coordinates health of the Force programs such as Human Immunodeficiency Virus (HIV) testing, panoramic x-ray acquisition and storage, Deoxyribo Nucleic Acid (DNA) sample collection for casualty identification, attainment of physical examinations, Notice of Eligibility/Not Physically Qualified, and other programs identified as required to maintain the medical readiness of the Force.

2. Tasks

a. Coordinates medical administration and service support within the Region providing guidance to the Command on health of the Force programs, policies, directives, fiscal, contractual and facility requirements within the NAVRESREDCOM Region.

b. Establishes and manages a health services quality assurance program that conforms to current directives; provides oversight of the quality assurance activities of reporting NAVRESCENS.

c. Maintains liaison with uniformed medical and dental treatment facilities and other federal treatment facilities to coordinate delivery of health services to include physical examinations, immunization, panoramic X-rays, HIV testing and DNA collection when these services can not be provided in the Reserve center or activity.

d. Serves as technical advisor and provides quality assurance oversight when contracting for health services at facilities throughout the Region.

e. Serves as an advisor in the NAVRESREDCOM selection and retention screening process for medical personnel.

f. Serves as an advisor in the NAVRESREDCOM grade/designator waiver screening process for medical personnel.

g. Provides advice on PRIMUS and IMA accessions and assignments when required.

h. Demonstrate leadership by example making sure that all assigned medical department personnel always act in the best interests of the Navy and the individual Naval Reservist, and when necessary, the families of those Reservists called to duty.

i. Performs other duties as may be assigned.

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(9) Handles the details of military-social and civic functions hosted by the Commander such as guest lists, invitations, RSVPs, and physical arrangements. Maintains historical files regarding these functions.

(10) Operates microprocessor and word processing and office automation software. Uses a Local Area Network (LAN) to carry out duties.

(11) Prepares travel schedules and compiles and types travel claims for the Commander. Arranges travel and reservations. Verifies travel expenditures, tracks travel claim liquidations and maintains travel files for the Commander.

(12) Assists with matters of protocol. Serves as the Commander's social coordinator.

(13) Maintains the Commander's schedule and calendar and schedules all activities for him/her.

(14) Performs other duties as assigned.

6. Staff Judge Advocate (N01B)

a. Additional Duties

(1) Reviews recommended assignment of Naval Reserve Judge Advocate Officers (04 and below) within REDCOM 22; report recommendations to the Readiness Commander and to the Law Programs manager at COMNAVSURFRESFOR and the Deputy Assistant Judge Advocate General, Reserve and Retired Programs.

(2) Reviews and recommends assignment of Naval Reserve Judge Advocates to billets as Commanding Officer, Voluntary Training Units (Law) within the REDCOM. Reports recommendations to the Readiness Commander and to the Law Programs Manager at COMNAVSURFRESFOR and the Deputy Assistant Judge Advocate General, Reserve and Retired programs.

7. Legal Assistant (N01B1)

a. Basic Function. Under the direction of the Staff Judge Advocate (SJA), performs paralegal duties and administers legal services, including matters concerning military justice, administrative discharges, claims, and legal assistance.

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HEALTH SERVICES SUPERVISOR (N91)

1. Basic Function. Assists with the administration of health of the Force programs within the Region at the direction of the Director of Health Services.

2. Tasks

a. Acting under the authority and direction of the Director of Health Services, provides guidance on health of the Force issues and programs to subordinate NAVRESCENS.

b. Serves as Senior Enlisted Medical Department Representative and technical advisor to the Medical Department Representatives assigned to NAVRESCENS.

c. Performs duties of the Health Benefits Advisor.

d. Liaises with military medical treatment facilities in obtaining medical board services when required.

e. Monitors personnel in an not physically qualified/notice of eligibility status on a monthly basis. Notifies the Director for Personnel Management on all changes in status.

f. Carries out the day-to-day requirements of providing and obtaining health of the Force services such as complete routine and special occupational category physical examinations, annual recertification of physical readiness status, management of the HIV testing program, panoral X-ray and DNA collection.

g. Participates in establishing training and orientation programs for reporting medical department representatives to ensure that they are current in the administrative requirements of their positions and are prepared to execute their responsibilities to the best of their ability.

h. Supervises the assigned Health Services administrative assistants making sure that they are prepared to assume roles of increasing responsibility and authority within the Naval Reserve.

i. Performs other duties as may be assigned.

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(6) Serves as a member of the staff Executive Steering Committee.

5. Executive Secretary (N00A)

a. Basic Function. Under the direction of the Readiness Commander and the Chief Staff Officer, serves as the personal secretary and receptionist to the Commander (Deputy Commander) and Chief of Staff. Provides clerical and administrative assistance to assist with facilitating the orderly execution of management responsibilities and the smooth functioning of the executive office.

b. Tasks

(1) Reads, reviews and edits command correspondence for compliance with the Navy Correspondence Manual, Command administrative policies, and applicable directives.

(2) Maintain a fitness report tickler system for officers for whom the Readiness Commander is the reporting senior. Prepares and submits all fitness reports.

(3) Composes and prepares letters, invitations, and memoranda as directed.

(4) Screens visitors and callers to the Commander. Schedules visits and calls.

(5) Maintains and updates, as required, the staff telephone listing and telephone numbers of local commands and other offices.

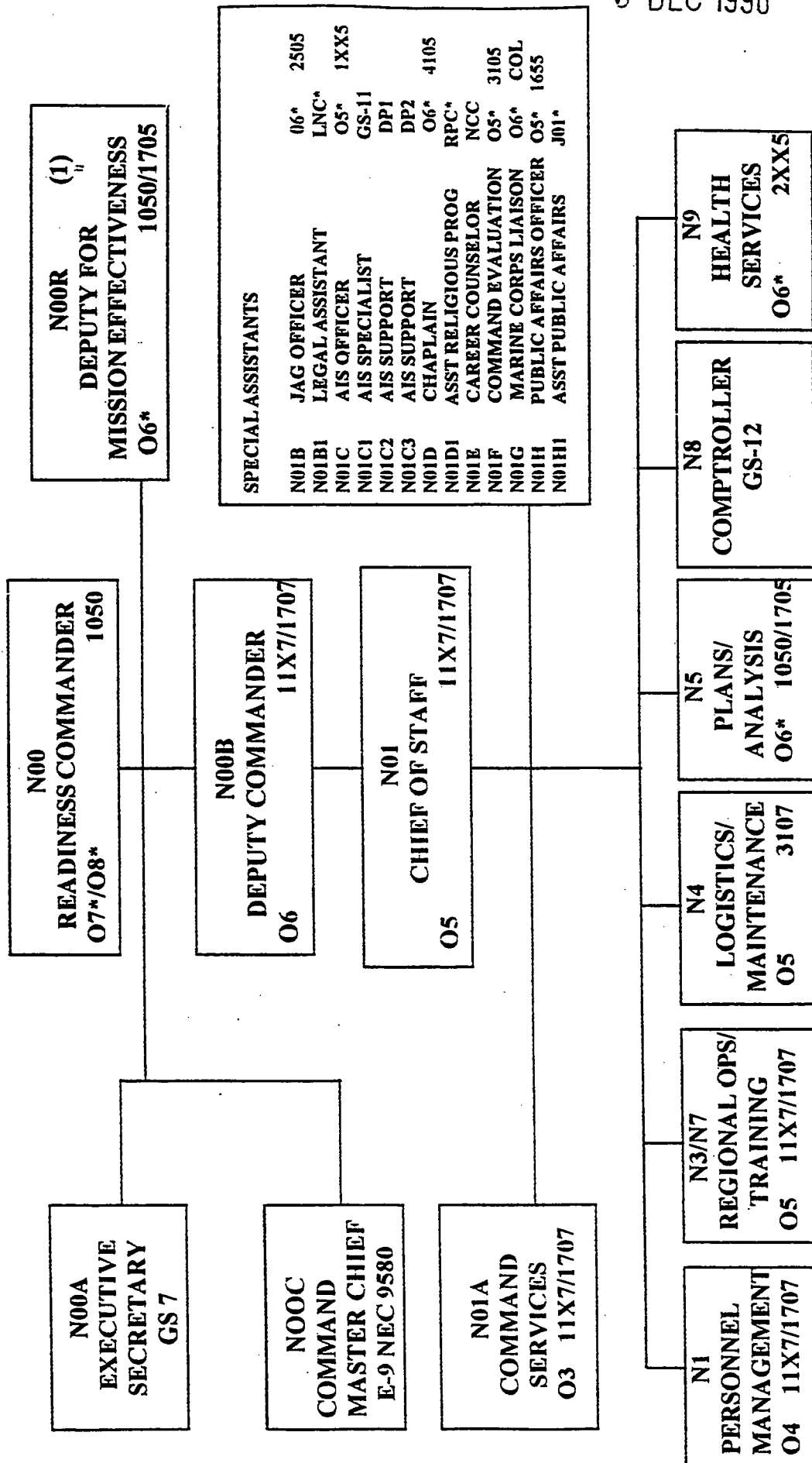
(6) Provide information to staff and field personnel relative to REDCOM policies, procedures, and schedules and Chief Staff Officer.

(7) Sets up and maintains personal files.

(8) Makes arrangements for meetings and conferences including setting up meeting spaces, attendance, and required materials.

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NAVAL RESERVE READINESS COMMAND



*SELRES BILLET
NOTE (1) DOUBLE HATTED AS PLANS/ANALYSIS (N5)

JUN 18 1997

(5) Provides review/comment on awards. Makes recommendations to the Commander. When required, interfaces with Reserve Center Commanding Officers on award submissions.

(6) Member of the Staff Executive Steering Committee.

(7) Travels on behalf of the Commander and acts in his/her place as guest speaker at meetings and conferences when directed.

(8) Advises the Commander on performance appraisals of staff members, subordinate commanders and other officers for which the Commander is the reporting senior.

(9) Evaluates the utilization of training resources available to assigned units and the sufficiency and quality of Naval Reserve activity support.

(10) Serves as the Senior Inspector for inspections of Naval Reserve Activities.

(11) Coordinates and adjudicates as necessary the drill schedules/locations of each Selected Reserve staff member.

4. Chief of Staff/Chief Staff Officer (N01)

a. Additional Tasks

(1) Acts as primary point of contact with active duty officer detailee.

(2) Reviews/coordinates all outgoing correspondence; sign routine correspondence that does not require the Commander's signature.

(3) Reviews all award submissions, contacting originators as necessary for corrections or additional information.

(4) Serves as the chairperson for all internal promotion summary boards and special awards boards.

(5) Coordinates FITREP/EVAL submissions ensuring they are prepared on time and correctly.

JUN 18 1997

APPENDIX B

STAFF ORGANIZATIONAL MANUAL FOR NAVAL RESERVE READINESS COMMAND REGION TWENTY-TWO

1. Staff Organization. NAVRESREDCOMREG22INST 5400.5 is issued as Appendix B to COMNAVSURFRESFORINST 5400.2B. This Appendix provides a complete manual that contains billet descriptions applicable to all members of the staff. It also provides additional information and tasks for some billets that were not addressed in the basic instruction. This Appendix is a supplement to COMNAVSURFRESFORINST 5400.2B and must be used with the basic instruction.

2. Readiness Commander and Deputy Commander. The Readiness Commander is either a Selected Reserve (SELRES) officer, usually a Flag Officer, or a Full Time Support (FTS) Training and Administration of the Naval Reserve (TAR) Captain. When a SELRES Flag is assigned a FTS TAR Captain will be assigned as the Deputy Commander. The title "Deputy" refers to the FTS TAR captain when the Commander is a SELRES. When a SELRES Commander is assigned, the senior SELRES staff member will be the Deputy for Mission Effectiveness. When a FTS TAR captain is assigned as the Commander, the Deputy for Mission Effectiveness becomes the second in command and the title changes to "Assistant" for Mission Effectiveness.

3. Deputy (or Assistant) for Mission Effectiveness (N00R)

a. Additional Tasks

(1) Serve as the senior staff member and principle advisor and assistant to the Commander on all matters affecting the assigned Selected Reservists.

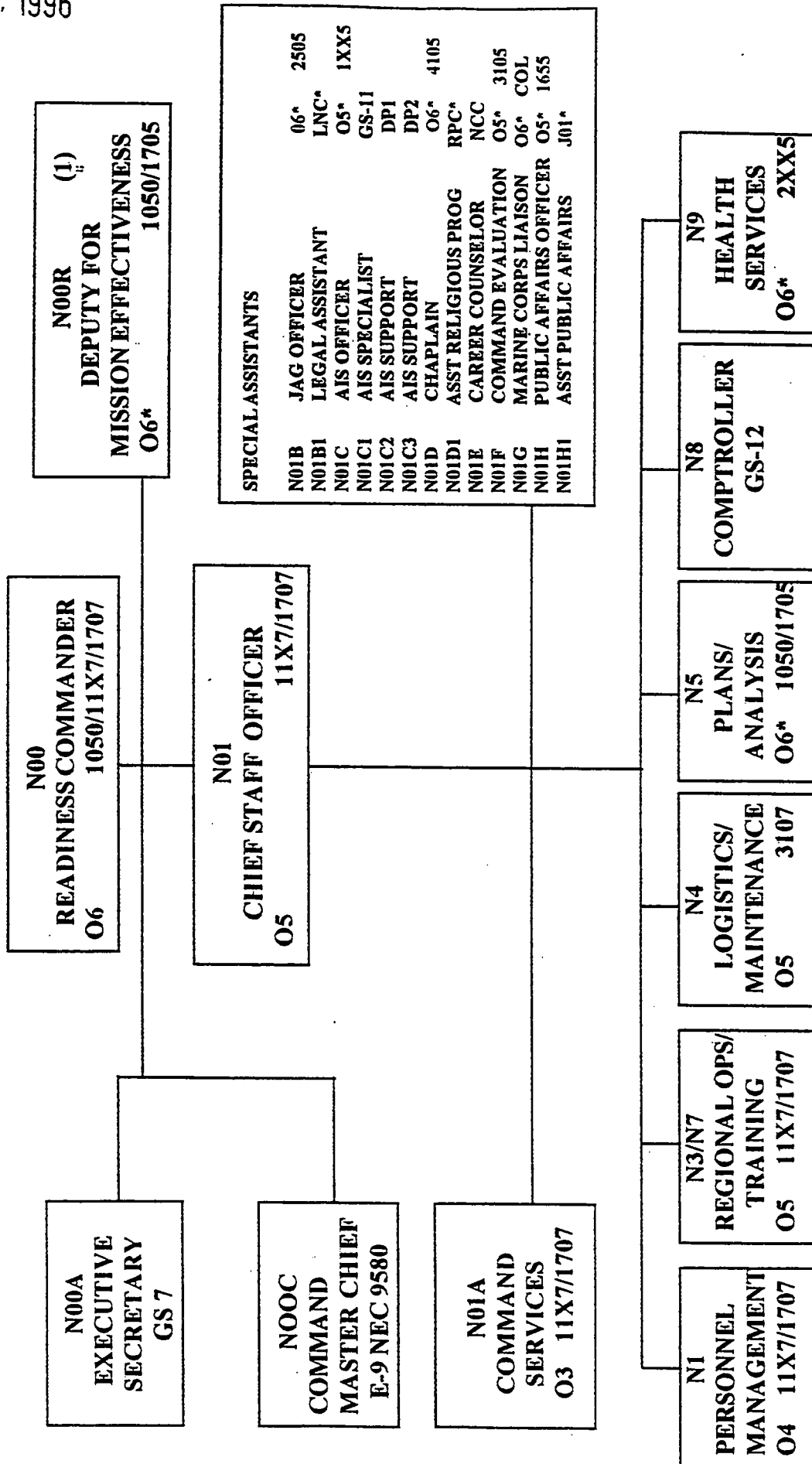
(2) Assists the Commander in the discharge of his/her responsibilities.

(3) Keeps informed on all major issues, duties, and accomplishments of the various staff departments.

(4) Keeps the Commander fully informed on all matters of importance relating to the mission and progress of the command and staff.

3 DEC 1996

NAVAL RESERVE READINESS COMMAND

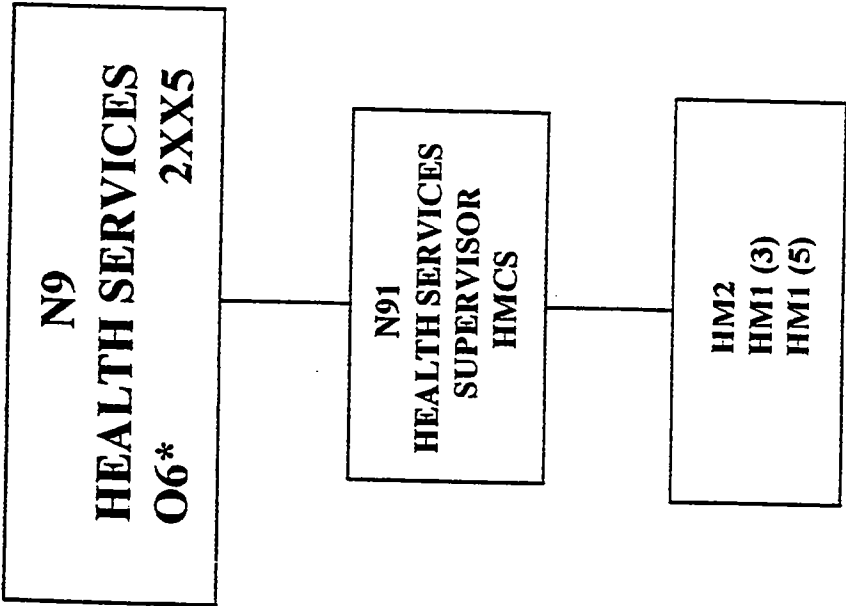


*SELRESBILLET

NOTE (1) DOUBLE HATTED AS PLANS/ANALYSIS (N5)

3 DEC 1996

HEALTH SERVICES ORGANIZATION CHART



(3) RATE (REDCOMS 8, 11, 19)
(5) NAVAL RESERVE ACTIVITY GROWTH (REDCOMS 1, 9, 13, 16, 22)

3 DEC 1996

STAFF ASSISTANTS ORGANIZATION CHART

N00
READINESS COMMANDER
O6/O7*/O8* 1050/11X7/1707

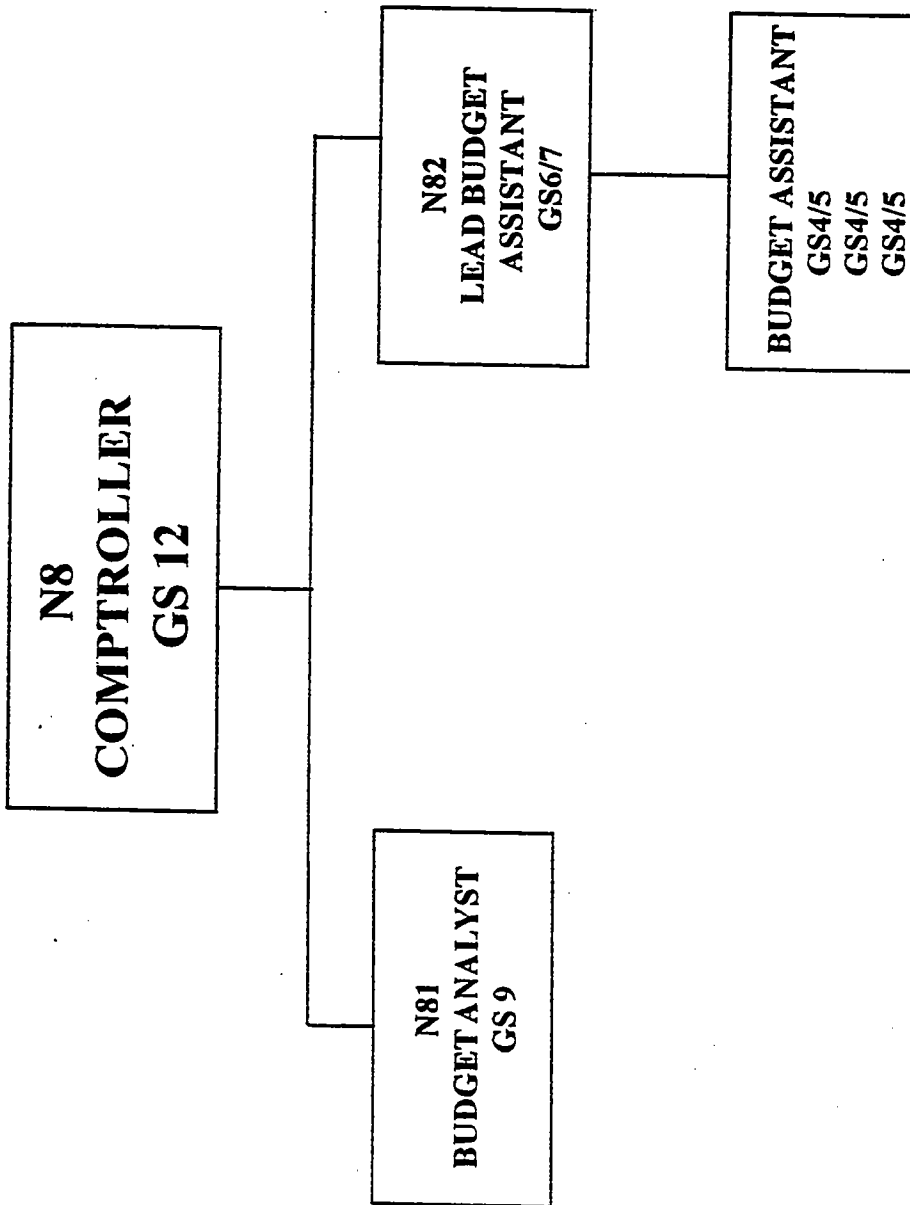
N00B (1)
DEPUTY COMMANDER
O6 11X7/1707

N01
CHIEF OF STAFF/CHIEF STAFF
O5 11X7/1707

SPECIAL ASSISTANTS			
N01B	JAG OFFICER	O6*	2505
N01B1	LEGAL ASSISTANT	LNC*	
N01C	AS OFFICER	O5*	1XX5
N01C1	AS SPECIALIST	GS-11	
N01C2	AS SUPPORT	DP1	
N01C3	AS SUPPORT	DP2	
N01D	CHAPLAIN	O6*	4105
N01D1	ASST RELIGIOUS PROG	RPC*	
N01E	CAREER COUNSELOR	NCC	
N01F	COMMAND EVALUATION	O5*	3105
N01G	MARINE CORPS LIAISON	O6*	COL
N01H	PUBLIC AFFAIRS OFFICER	O5*	1655
N01H1	ASST PUBLIC AFFAIRS	J01*	

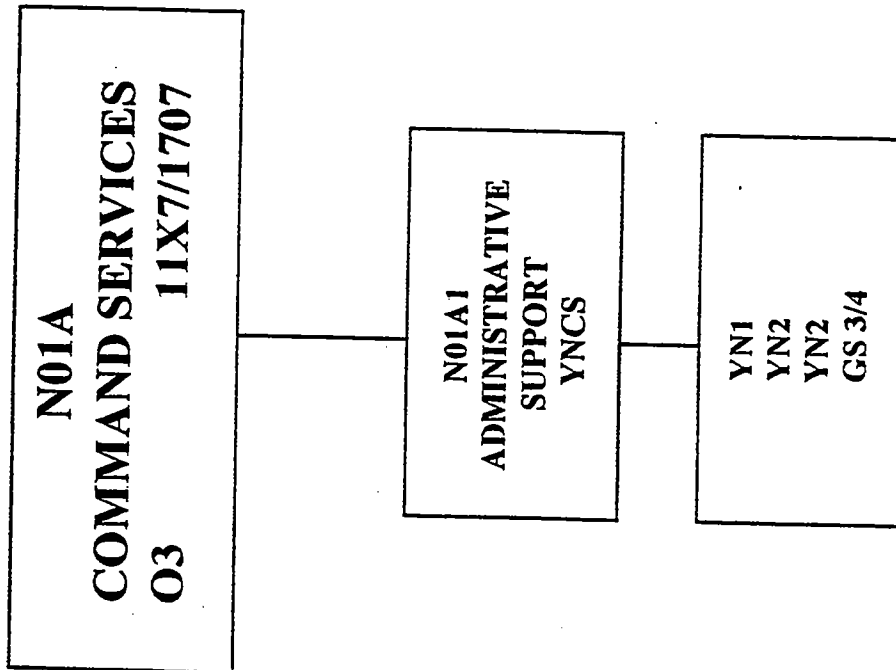
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COMPTROLLER ORGANIZATION CHART

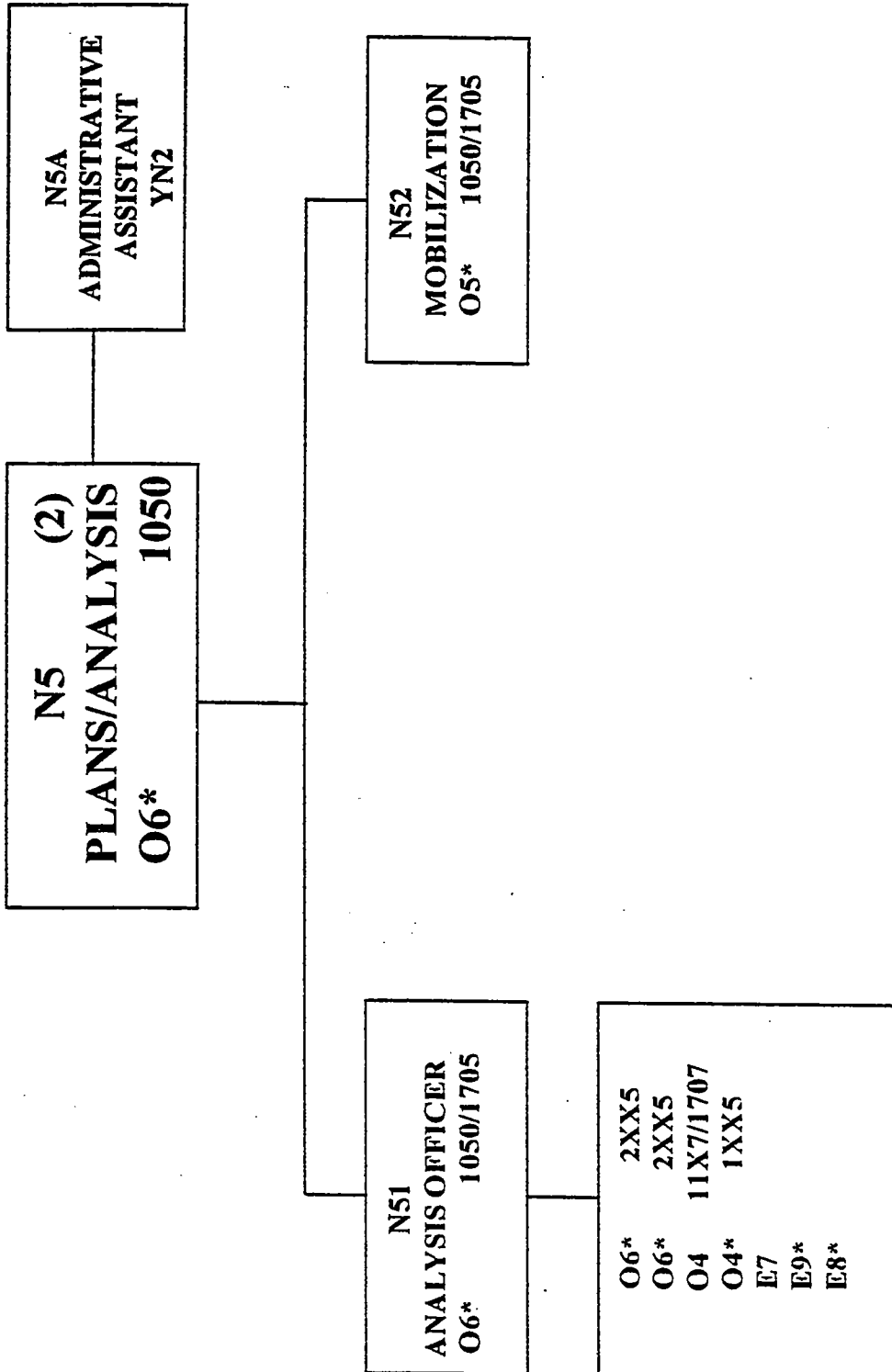


3 DEC 1996

ADMINISTRATIVE ORGANIZATION CHART

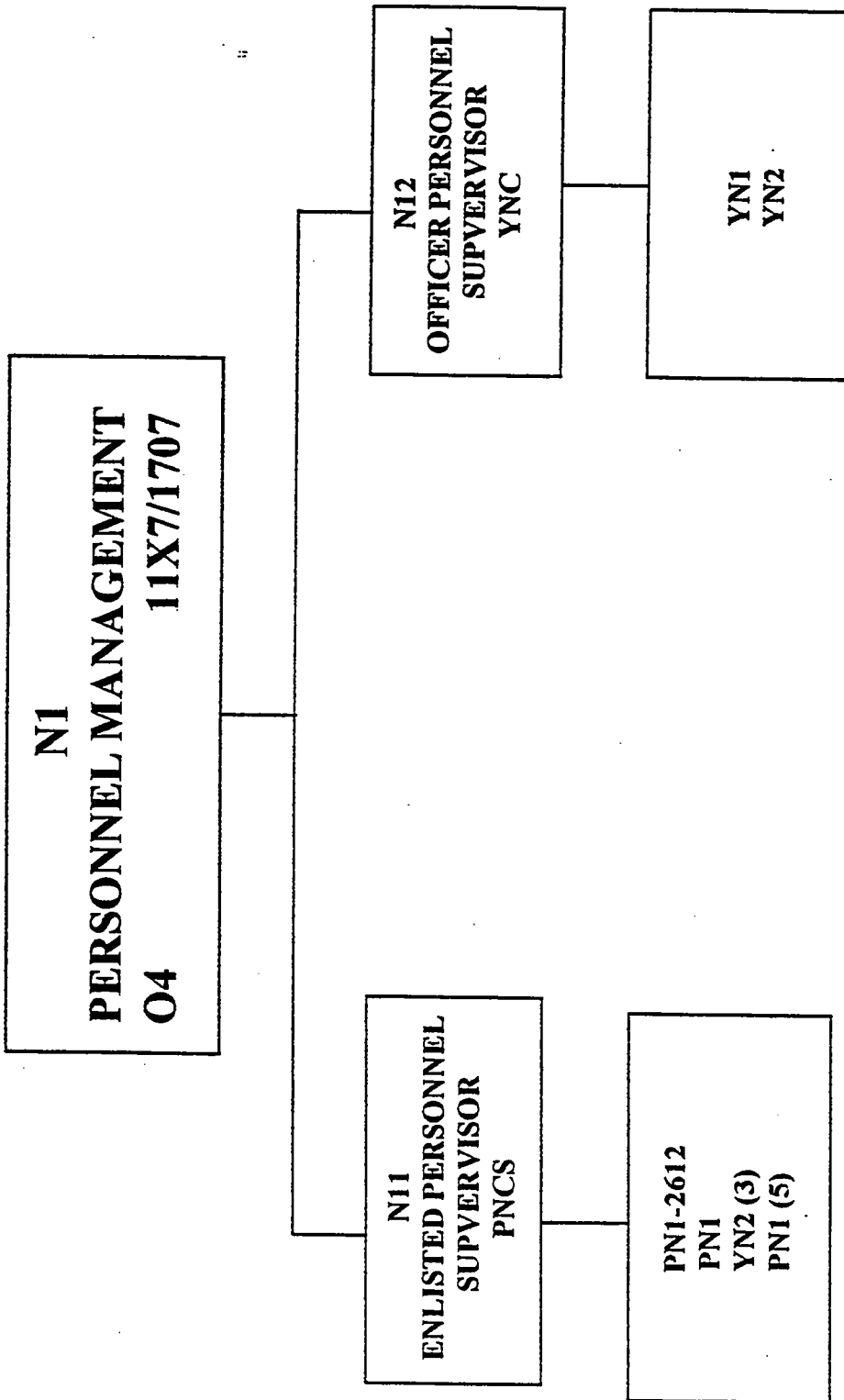


PLANS/ANALYSIS ORGANIZATION CHART



* SELRES BILLET
(2) DOUBLE HAT AS N00R

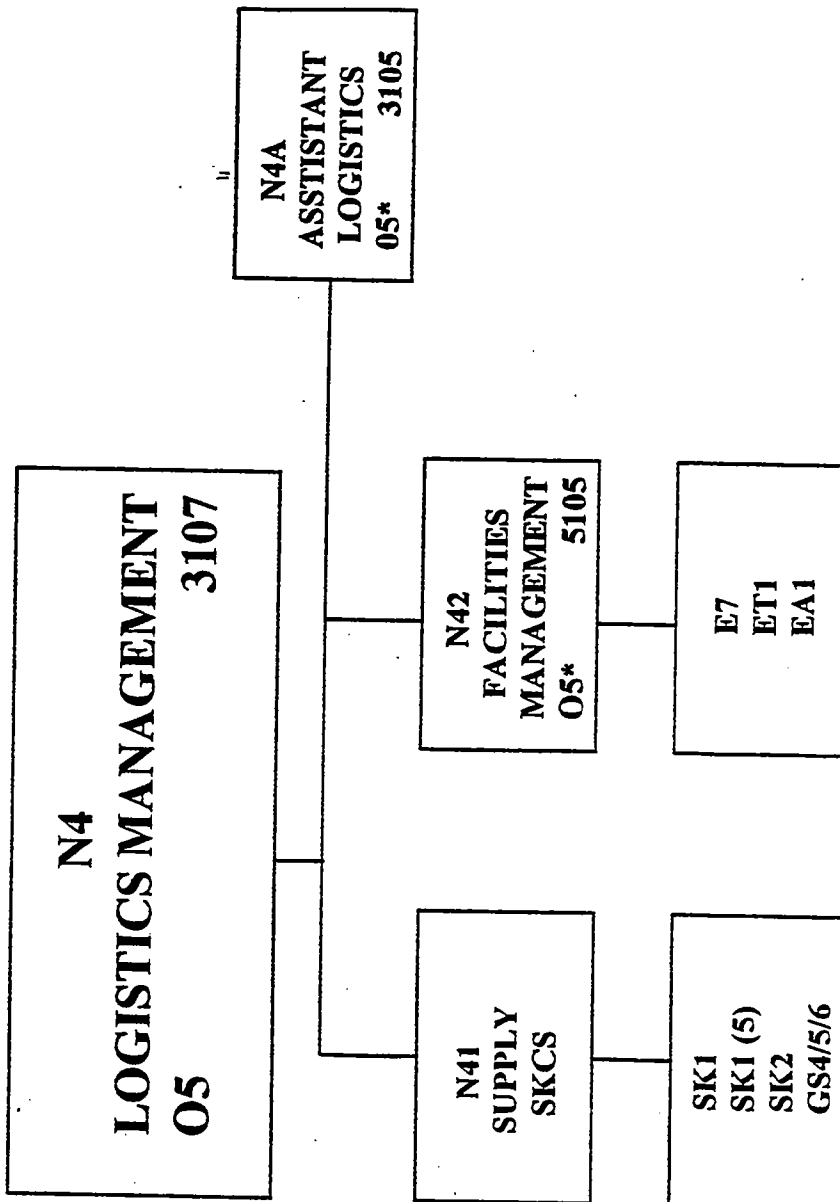
3 DEC 1998



(3) RATE (REDCOMS 8, 11, 19)
(5) NAVAL RESERVE ACTIVITY GROWTH (REDCOMS 1, 9, 13, 16, 22)

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LOGISTICS/MAINTENANCE ORGANIZATION CHART

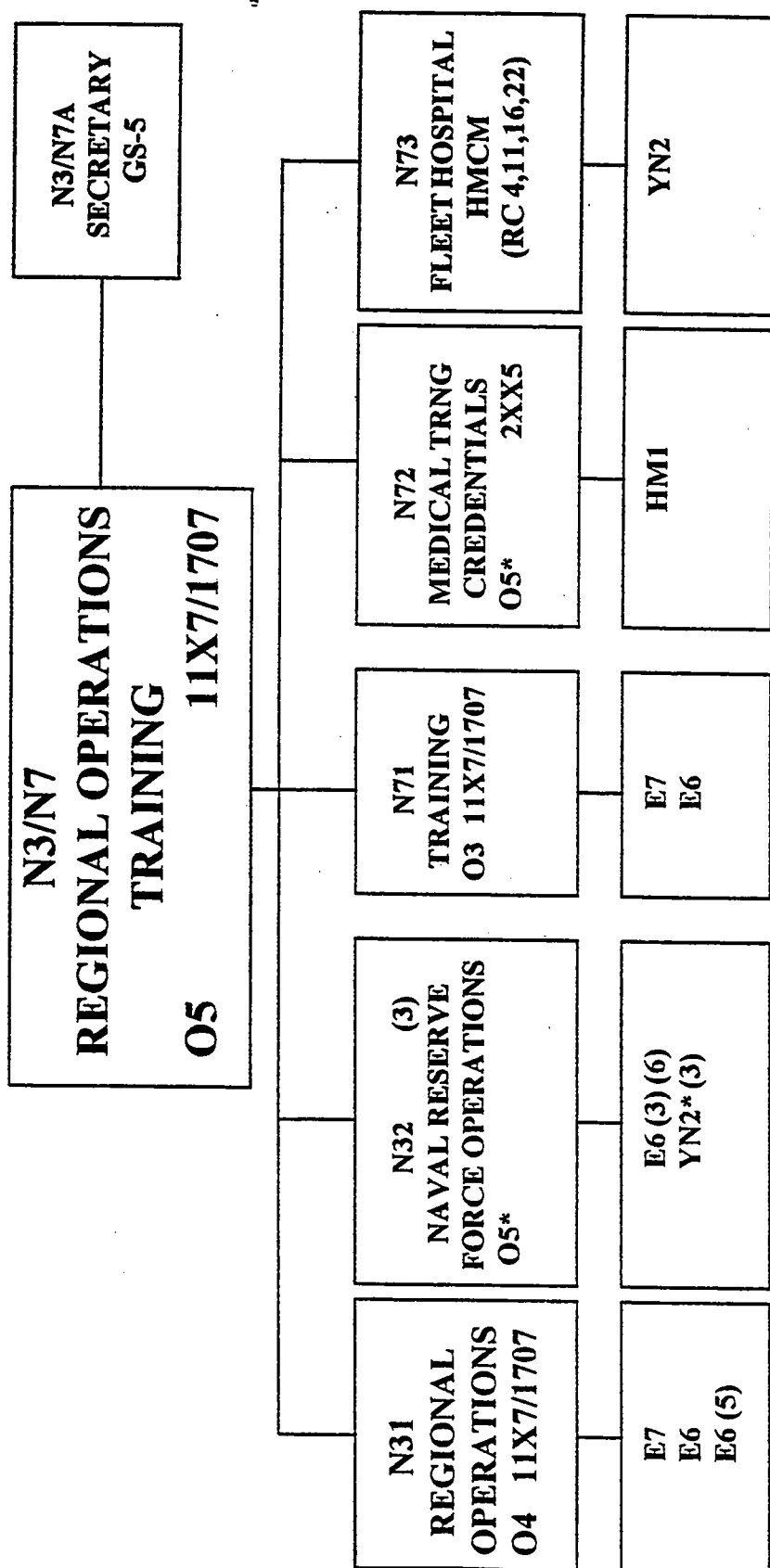


* SELRES BILLET

(5) NAVAL RESERVE ACTIVITY GROWTH (REDCOMS 1, 9, 13, 16, 22)

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REGIONAL OPERATION/TRAINING ORGANIZATION CHART



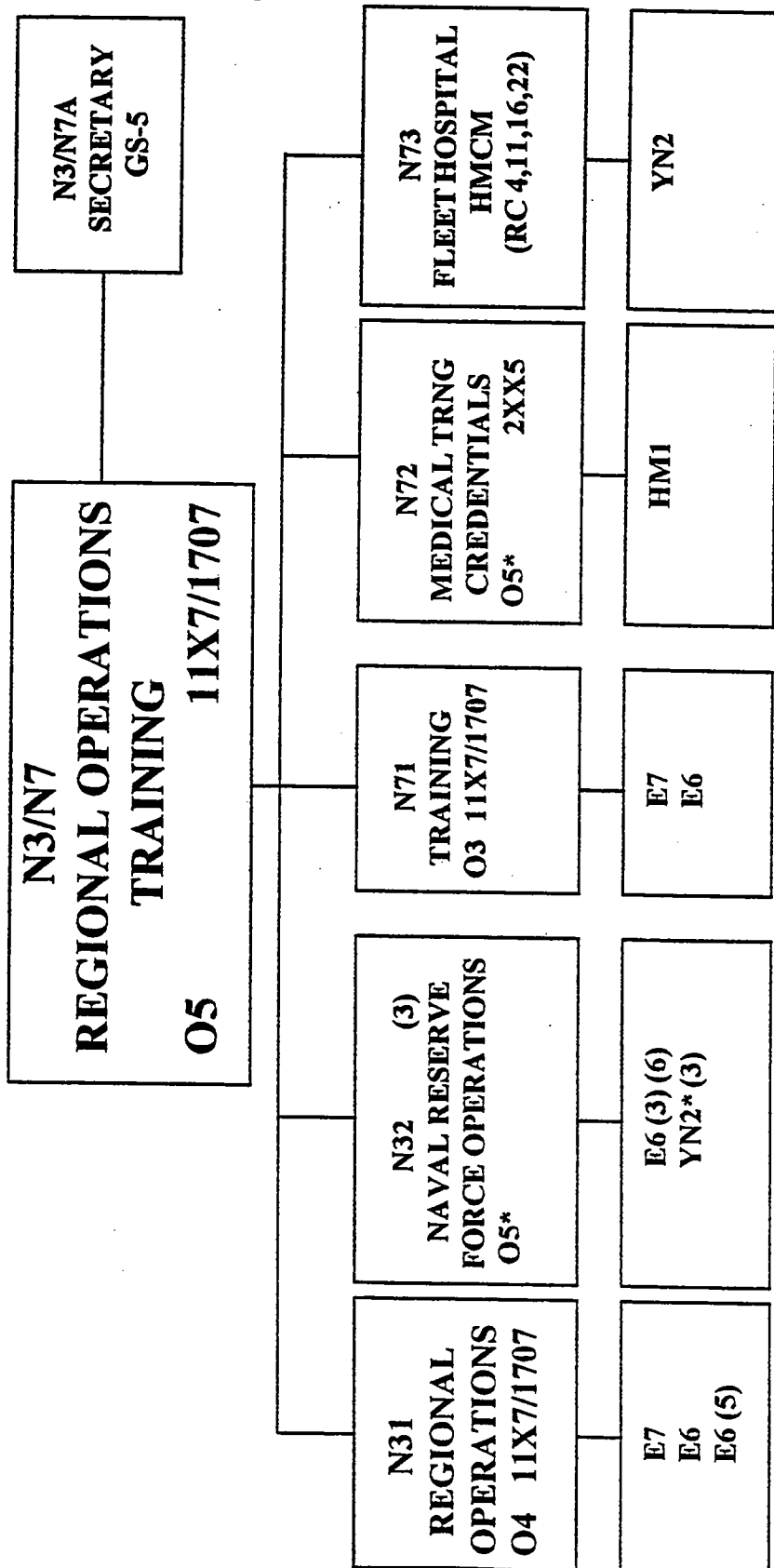
* SELRES BILLET

(3) RATE (REDCOMS 8, 11, 19)

(5) NAVAL RESERVE ACTIVITY GROWTH (REDCOMS 1, 9, 13, 16, 22)

(6) NRF SHIP SUPPORT (REDCOM 6)

3 DEC 1996



* SELRES BILLET

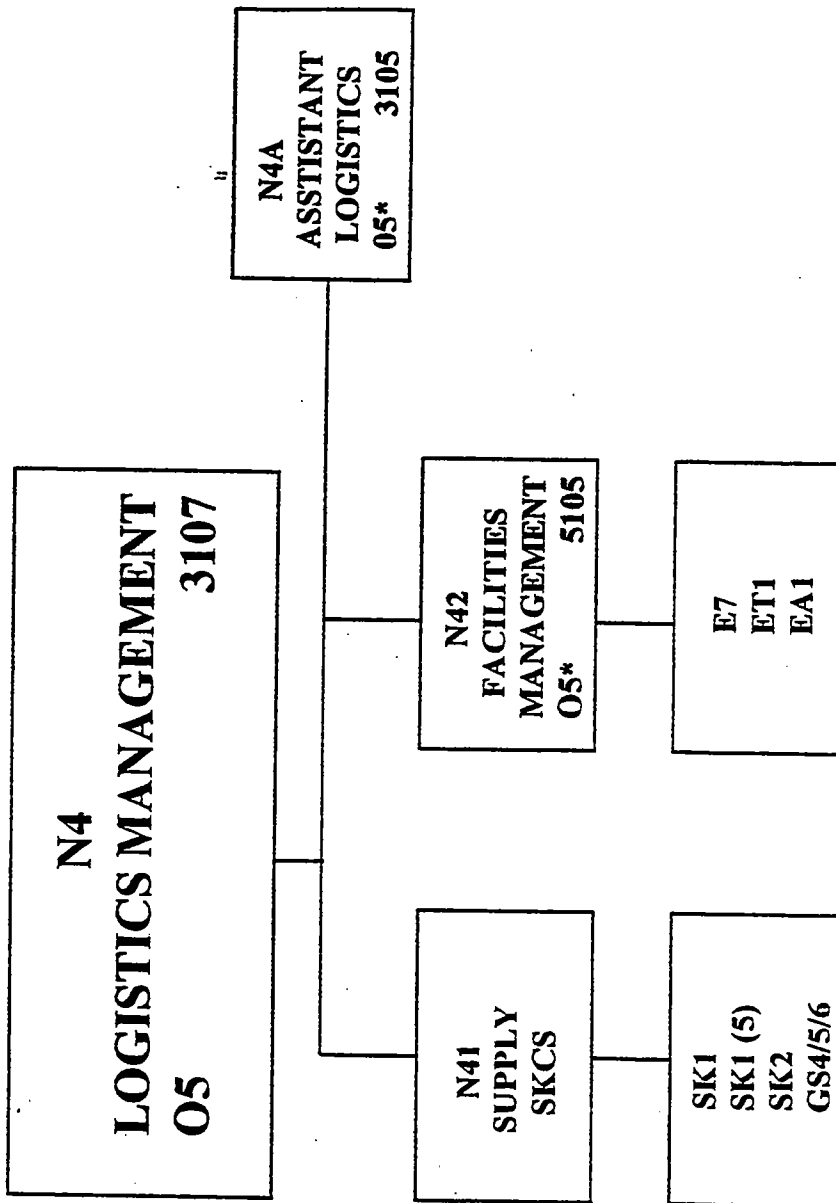
(3) RATE (REDCOMS 8, 11, 19)

(5) NAVAL RESERVE ACTIVITY GROWTH (REDCOMS 1, 9, 13, 16, 22)

(6) NRF SHIP SUPPORT (REDCOM 6)

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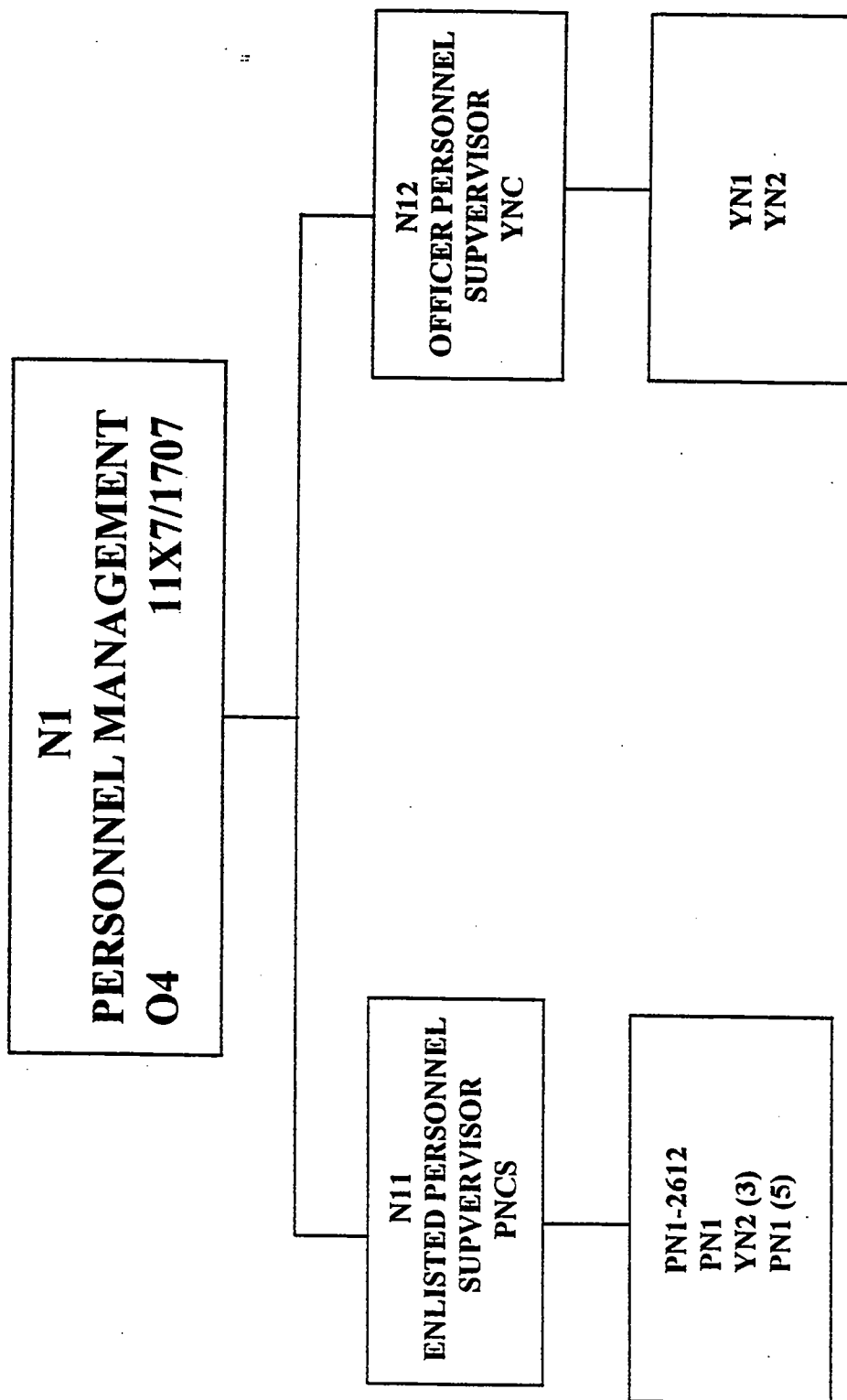
LOGISTICS/MAINTENANCE ORGANIZATION CHART



* SELRES BILLET

(5) NAVAL RESERVE ACTIVITY GROWTH (REDCOMS 1, 9, 13, 16, 22)

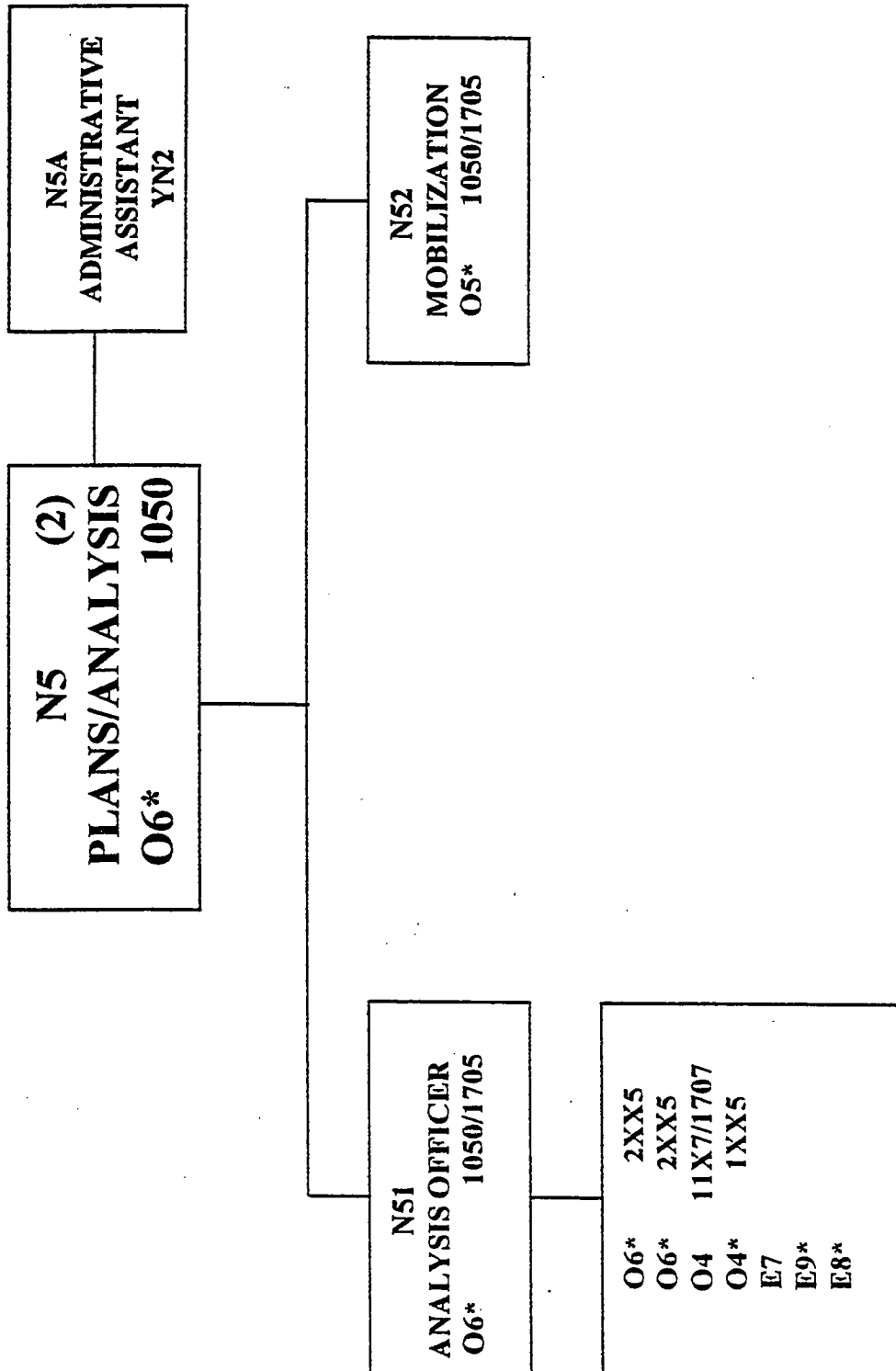
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(3) RATE (REDCOMS 8, 11, 19)
(5) NAVAL RESERVE ACTIVITY GROWTH (REDCOMS 1, 9, 13, 16, 22)

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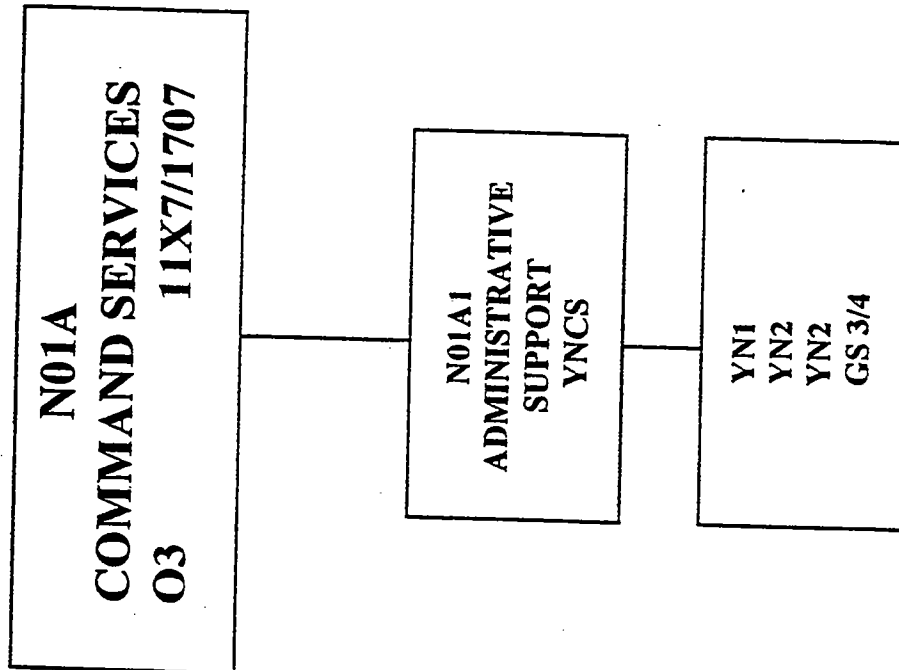
PLANS/ANALYSIS ORGANIZATION CHART



* SELRES BILLET
(2) DOUBLE HAT AS N00R

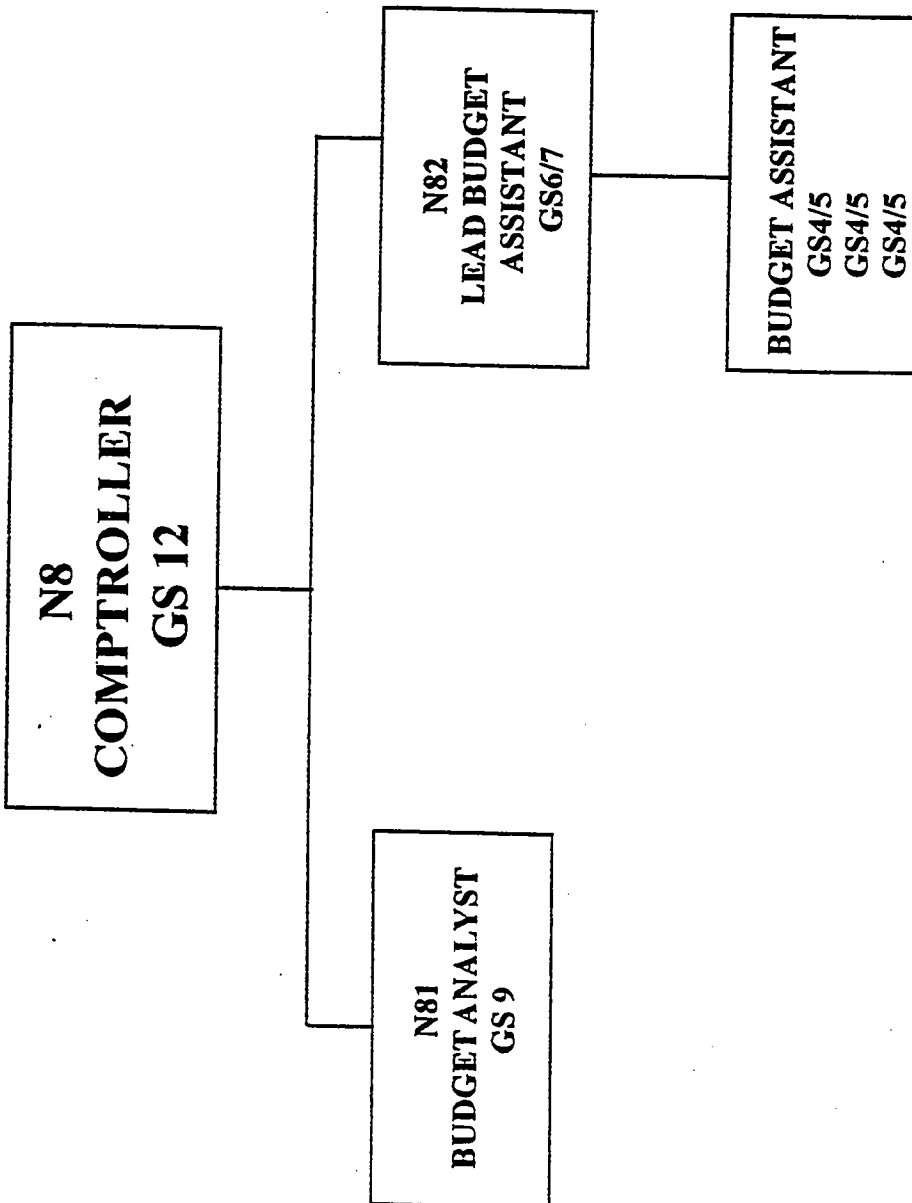
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ADMINISTRATIVE ORGANIZATION CHART



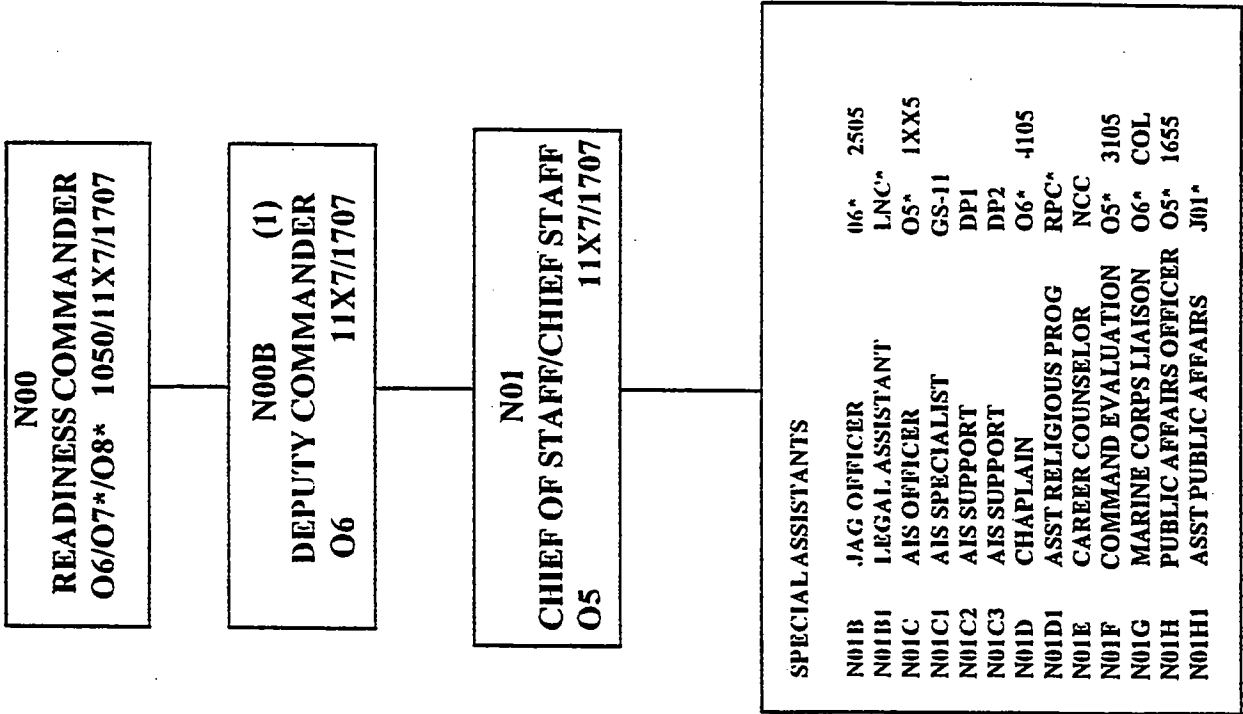
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COMPTROLLER ORGANIZATION CHART



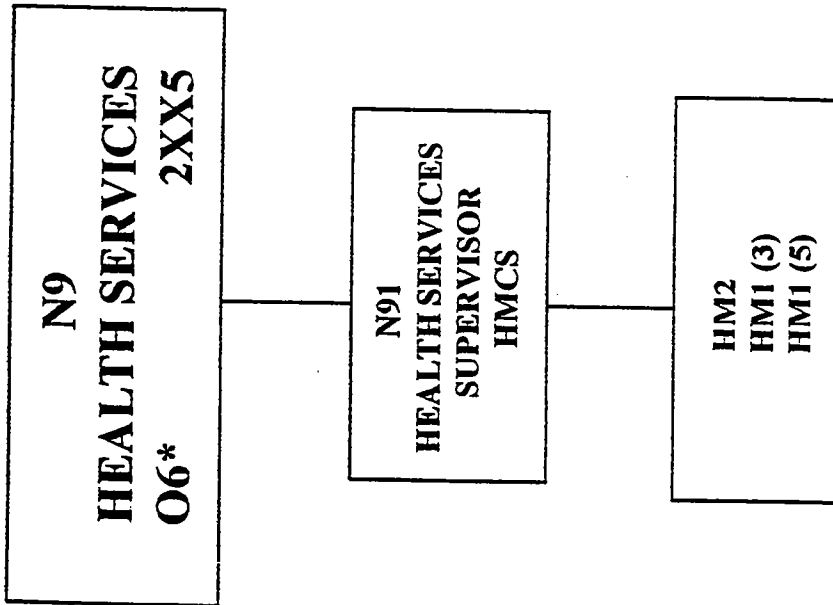
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STAFF ASSISTANTS ORGANIZATION CHART



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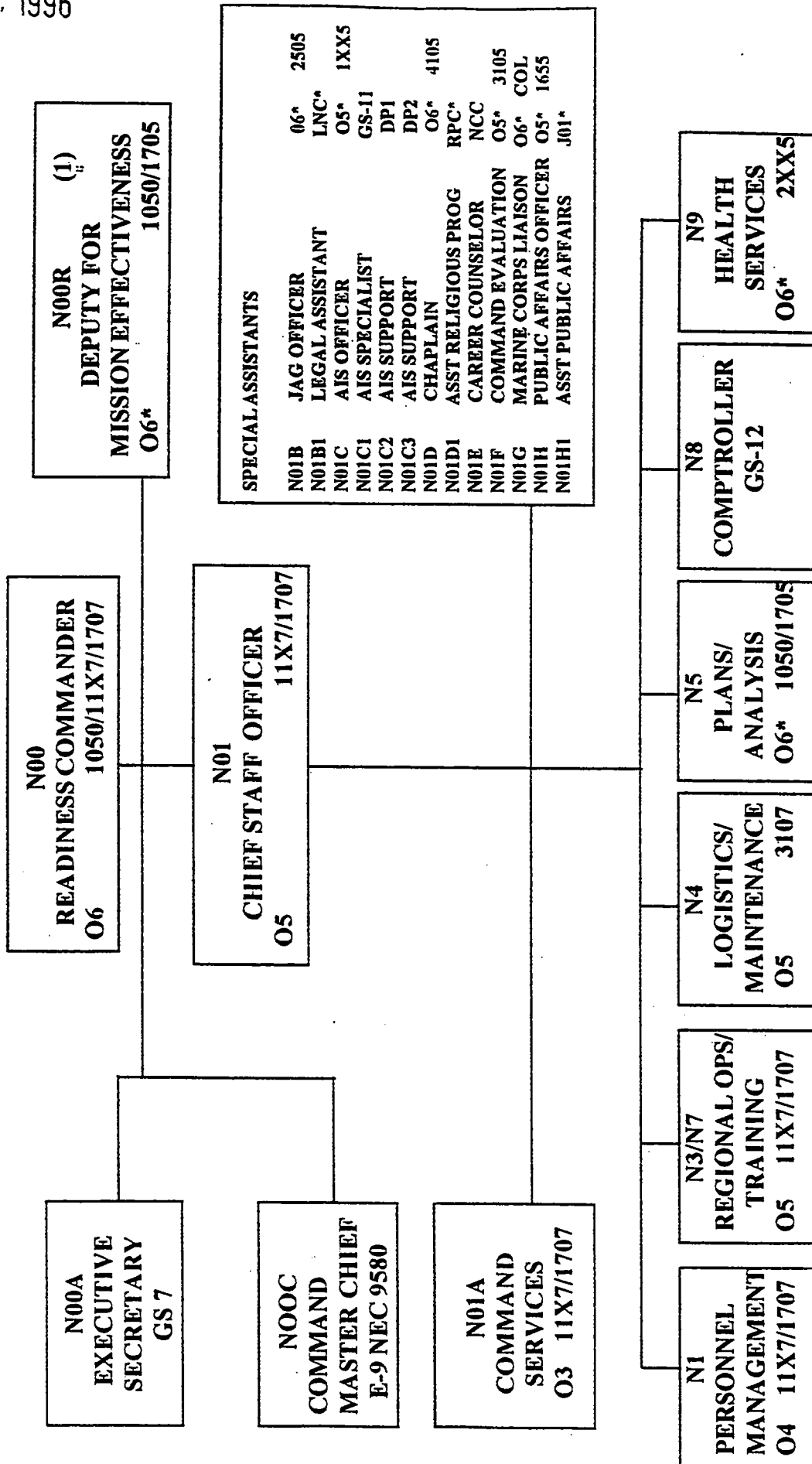
HEALTH SERVICES ORGANIZATION CHART



(3) RATE (REDCOMS 8, 11, 19)
(5) NAVAL RESERVE ACTIVITY GROWTH (REDCOMS 1, 9, 13, 16, 22)

3 DEC 1996

NAVAL RESERVE READINESS COMMAND



*SELRES BILLET

NOTE (1) DOUBLE HATTED AS PLANS/ANALYSIS (N5)

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APPENDIX B

STAFF ORGANIZATIONAL MANUAL FOR NAVAL RESERVE READINESS COMMAND REGION TWENTY-TWO

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2. Readiness Commander and Deputy Commander. The Readiness Commander is either a Selected Reserve (SELRES) officer, usually a Flag Officer, or a Full Time Support (FTS) Training and Administration of the Naval Reserve (TAR) Captain. When a SELRES Flag is assigned a FTS TAR Captain will be assigned as the Deputy Commander. The title "Deputy" refers to the FTS TAR captain when the Commander is a SELRES. When a SELRES Commander is assigned, the senior SELRES staff member will be the Deputy for Mission Effectiveness. When a FTS TAR captain is assigned as the Commander, the Deputy for Mission Effectiveness becomes the second in command and the title changes to "Assistant" for Mission Effectiveness.

3. Deputy (or Assistant) for Mission Effectiveness (N00R)

a. Additional Tasks

(1) Serve as the senior staff member and principle advisor and assistant to the Commander on all matters affecting the assigned Selected Reservists.

(2) Assists the Commander in the discharge of his/her responsibilities.

(3) Keeps informed on all major issues, duties, and accomplishments of the various staff departments.

(4) Keeps the Commander fully informed on all matters of importance relating to the mission and progress of the command and staff.

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(5) Provides review/comment on awards. Makes recommendations to the Commander. When required, interfaces with Reserve Center Commanding Officers on award submissions.

(6) Member of the Staff Executive Steering Committee.

(7) Travels on behalf of the Commander and acts in his/her place as guest speaker at meetings and conferences when directed.

(8) Advises the Commander on performance appraisals of staff members, subordinate commanders and other officers for which the Commander is the reporting senior.

(9) Evaluates the utilization of training resources available to assigned units and the sufficiency and quality of Naval Reserve activity support.

(10) Serves as the Senior Inspector for inspections of Naval Reserve Activities.

(11) Coordinates and adjudicates as necessary the drill schedules/locations of each Selected Reserve staff member.

4. Chief of Staff/Chief Staff Officer (N01)

a. Additional Tasks

(1) Acts as primary point of contact with active duty officer detailee.

(2) Reviews/coordinates all outgoing correspondence; sign routine correspondence that does not require the Commander's signature.

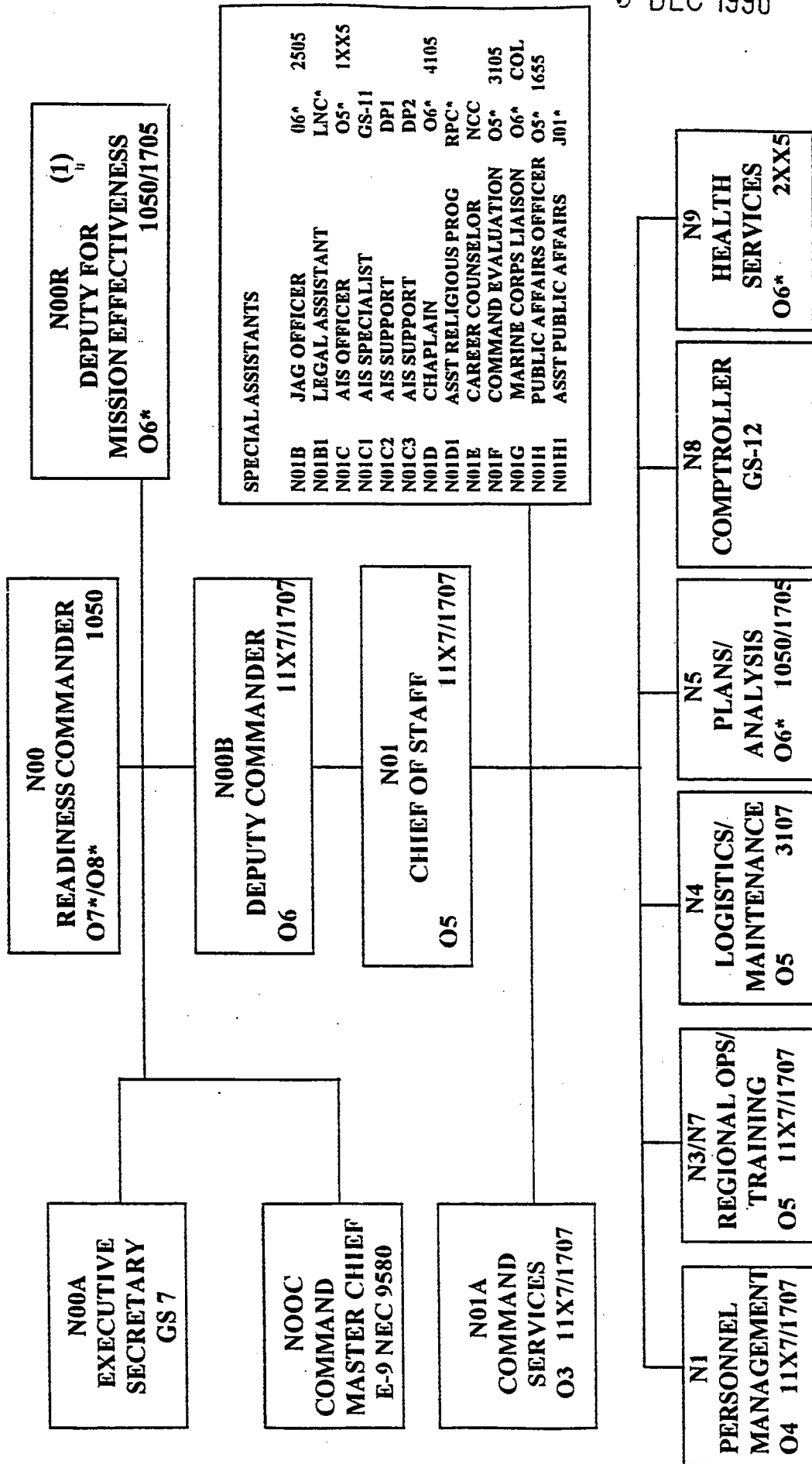
(3) Reviews all award submissions, contacting originators as necessary for corrections or additional information.

(4) Serves as the chairperson for all internal promotion summary boards and special awards boards.

(5) Coordinates FITREP/EVAL submissions ensuring they are prepared on time and correctly.

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NAVAL RESERVE READINESS COMMAND



*SELRESBILLET

NOTE(1) DOUBLE HATTED AS PLANS/ANALYSIS (N5)

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(6) Serves as a member of the staff Executive Steering Committee.

5. Executive Secretary (N00A)

a. Basic Function. Under the direction of the Readiness Commander and the Chief Staff Officer, serves as the personal secretary and receptionist to the Commander (Deputy Commander) and Chief of Staff. Provides clerical and administrative assistance to assist with facilitating the orderly execution of management responsibilities and the smooth functioning of the executive office.

b. Tasks

(1) Reads, reviews and edits command correspondence for compliance with the Navy Correspondence Manual, Command administrative policies, and applicable directives.

(2) Maintain a fitness report tickler system for officers for whom the Readiness Commander is the reporting senior. Prepares and submits all fitness reports.

(3) Composes and prepares letters, invitations, and memoranda as directed.

(4) Screens visitors and callers to the Commander. Schedules visits and calls.

(5) Maintains and updates, as required, the staff telephone listing and telephone numbers of local commands and other offices.

(6) Provide information to staff and field personnel relative to REDCOM policies, procedures, and schedules and Chief Staff Officer.

(7) Sets up and maintains personal files.

(8) Makes arrangements for meetings and conferences including setting up meeting spaces, attendance, and required materials.

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HEALTH SERVICES SUPERVISOR (N91)

1. Basic Function. Assists with the administration of health of the Force programs within the Region at the direction of the Director of Health Services.

2. Tasks

a. Acting under the authority and direction of the Director of Health Services, provides guidance on health of the Force issues and programs to subordinate NAVRESCENs.

b. Serves as Senior Enlisted Medical Department Representative and technical advisor to the Medical Department Representatives assigned to NAVRESCENs.

c. Performs duties of the Health Benefits Advisor.

d. Liaises with military medical treatment facilities in obtaining medical board services when required.

e. Monitors personnel in an not physically qualified/notice of eligibility status on a monthly basis. Notifies the Director for Personnel Management on all changes in status.

f. Carries out the day-to-day requirements of providing and obtaining health of the Force services such as complete routine and special occupational category physical examinations, annual recertification of physical readiness status, management of the HIV testing program, panoral X-ray and DNA collection.

g. Participates in establishing training and orientation programs for reporting medical department representatives to ensure that they are current in the administrative requirements of their positions and are prepared to execute their responsibilities to the best of their ability.

h. Supervises the assigned Health Services administrative assistants making sure that they are prepared to assume roles of increasing responsibility and authority within the Naval Reserve.

i. Performs other duties as may be assigned.

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(9) Handles the details of military-social and civic functions hosted by the Commander such as guest lists, invitations, RSVPs, and physical arrangements. Maintains historical files regarding these functions.

(10) Operates microprocessor and word processing and office automation software. Uses a Local Area Network (LAN) to carry out duties.

(11) Prepares travel schedules and compiles and types travel claims for the Commander. Arranges travel and reservations. Verifies travel expenditures, tracks travel claim liquidations and maintains travel files for the Commander.

(12) Assists with matters of protocol. Serves as the Commander's social coordinator.

(13) Maintains the Commander's schedule and calendar and schedules all activities for him/her.

(14) Performs other duties as assigned.

6. Staff Judge Advocate (N01B)

a. Additional Duties

(1) Reviews recommended assignment of Naval Reserve Judge Advocate Officers (04 and below) within REDCOM 22; report recommendations to the Readiness Commander and to the Law Programs manager at COMNAVSURFRESFOR and the Deputy Assistant Judge Advocate General, Reserve and Retired Programs.

(2) Reviews and recommends assignment of Naval Reserve Judge Advocates to billets as Commanding Officer, Voluntary Training Units (Law) within the REDCOM. Reports recommendations to the Readiness Commander and to the Law Programs Manager at COMNAVSURFRESFOR and the Deputy Assistant Judge Advocate General, Reserve and Retired programs.

7. Legal Assistant (N01B1)

a. Basic Function. Under the direction of the Staff Judge Advocate (SJA), performs paralegal duties and administers legal services, including matters concerning military justice, administrative discharges, claims, and legal assistance.

3 DEC 1996

SECTION XHEALTH SERVICESDIRECTOR OF HEALTH SERVICES (N9)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, implement, administer, and provide oversight of health of the Force programs for all SELRES personnel assigned within the NAVRESREDCOM area of responsibility. Coordinates health of the Force programs such as Human Immunodeficiency Virus (HIV) testing, panoramic x-ray acquisition and storage, Deoxyribo Nucleic Acid (DNA) sample collection for casualty identification, attainment of physical examinations, Notice of Eligibility/Not Physically Qualified, and other programs identified as required to maintain the medical readiness of the Force.

2. Tasks

a. Coordinates medical administration and service support within the Region providing guidance to the Command on health of the Force programs, policies, directives, fiscal, contractual and facility requirements within the NAVRESREDCOM Region.

b. Establishes and manages a health services quality assurance program that conforms to current directives; provides oversight of the quality assurance activities of reporting NAVRESCENS.

c. Maintains liaison with uniformed medical and dental treatment facilities and other federal treatment facilities to coordinate delivery of health services to include physical examinations, immunization, panoramic X-rays, HIV testing and DNA collection when these services can not be provided in the Reserve center or activity.

d. Serves as technical advisor and provides quality assurance oversight when contracting for health services at facilities throughout the Region.

e. Serves as an advisor in the NAVRESREDCOM selection and retention screening process for medical personnel.

f. Serves as an advisor in the NAVRESREDCOM grade/designator waiver screening process for medical personnel.

g. Provides advice on PRIMUS and IMA accessions and assignments when required.

h. Demonstrate leadership by example making sure that all assigned medical department personnel always act in the best interests of the Navy and the individual Naval Reservist, and when necessary, the families of those Reservists called to duty.

i. Performs other duties as may be assigned.

b. Tasks

(1) Render preliminary legal assistance and advice and schedule appointments for the SJA.

(2) Prepare drafts of powers of attorney, simple wills, affidavits, immigration and naturalization forms, and other military legal matters.

(3) Support the SJA with respect to military justice, JAGMAN investigations, and other military legal matters.

(4) Establish and maintain unit punishment book.

(5) Plan, coordinate, assist, and monitor the training of the Legalmen in the region when such training is sponsored directly by the Readiness Command.

(6) Prepare all correspondence and directives for the SJA.

(7) Conduct legal research and prepares legal background as directed by the SJA.

(8) Perform other duties as assigned.

8. Automated Information Systems (AIS) Specialist (N01C1)

a. Basic Function. Under the direction of the Automated Information Systems (AIS) Officer, provides assistance in all matters related to the acquisition, development, implementation, operation, maintenance, training and security of Federal Information Processing (FIP) Systems, including microcomputer systems and peripherals and local and wide area networks. Directs Data Processing Technicians in system installation, operation, configuration, database management, testing, maintenance, and training for the Readiness Command and subordinate activities.

b. Tasks

(1) Reviews field and staff requests (Abbreviated System Decision Papers) for FIP resources. Properly endorses and forwards as appropriate.

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- (2) Maintains a status log of all ASDPs.
- (3) Provides technical assistance/training to staff members and field commands for day-to-day computer operations including, but not limited to hardware failure, hardware repair, electronic mail, software installation, voicemail and LAN/WAN.
- (4) Plans and manages the installation of electronic mail services for the command.
- (5) Develops and directs the Information Systems (IS) security program for the command. Ensures full compliance with all pertinent directives.
- (6) Maintains liaison and seeks guidance from COMNAVSURFRESFOR and the Naval Reserve Information Systems Office regarding AIS and IS security issues.
- (7) Provides training, instruction and guidance to Terminal Area Security Officers (TASO).
- (8) Maintains the command's inventory of all computer equipment. Ensures all equipment is properly tagged for inventory control and reported in the Controlled Equipage Inventory System (CEIS).
- (9) Accepts and certifies delivery of new FIP resources. Distributes these resources to staff members and field activities as appropriate.
- (10) Ensures proper custody transfer/excessing of FIP resources.
- (11) Ensures computer usage, maintenance and security policies are disseminated to Surface staff and field activities. Provides guidance and works to ensure region-wide conformance with policies. Recommends and implements policy changes when necessary.
- (12) Performs other duties as assigned.

9. Automated Information Systems Support (N01C2/3)

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works closely with NAVCOMPT 2193s to monitor billings versus authorized amounts. Prepares and updates financial/spending plan as required and works with customers to obtain adequate reimbursable funding.

e. Analyzes guidance from higher authority and assists in preparation of annual budget. Prepares budget submission in required format to identify funding levels for reimbursable facilities-related items. Tracks actual reimbursable utility consumption and square footage and provides budget justification. Translates feeder information into budgetary line items and ISSA computations.

f. Prepares extensive and complicated budget reports showing the monthly fund reconciles memorandum records to official records. Verified and signed acceptance copies are received for all funding documents issued and takes any necessary follow-up action.

g. Reviews cost center monthly reconciliations for accuracy of authorizations, obligations, differences and problematic documents. Submits totals from reconciliations to be used in master command reconciliation or sends discrepancy letters to cost centers with unacceptable reconciliations.

h. Maintains discrepancy letters and weekly follow-ups to resolve all reconciliation problems. Tracks all returned reconciliations with a paper audit trail. Corrects all invalid documents identified from the STARS-FL database and the monthly reconciliations.

i. Performs civilian personnel timekeeping functions for the Readiness Command. Maintains all required timekeeping documents and liaises with the servicing human resource office concerning pay actions.

j. Maintains source documents for existing obligations and expenditures. Reviews and analyzes these documents to ensure proper accounts are charged.

k. Reviews outstanding obligations and accounts payable to determine current status of documents and take action to expedite expenditure, liquidation, or cancellation.

l. Files and distributes financial reports. Makes changes to directives as required.

a. Basic Function. Under the direction of the Automated Information Systems (AIS) Specialist, provides assistance in all matters related to the acquisition, development, implementation, operation, maintenance, training and security of Federal Information Processing (FIP) Systems, including desktop computer systems, peripherals and local and wide area networks.

b. Tasks

(1) Reviews field and staff requests (Abbreviated System Decision Papers) for FIP resources. Properly endorses and forwards as appropriate.

(2) Maintains a status log of all ASDPS.

(3) Provides technical assistance/training to staff members and field commands for day-to-day computer operations including, but not limited to hardware failure, hardware repair, electronic mail, software installation, voice-mail and LAN/WAN.

(4) Plans and manages the installation of electronic mail services for the command.

(5) Develops and directs the Information Systems (IS) security program for the command. Ensures full compliance with all pertinent directives.

(6) Maintains liaison and seeks guidance from COMNAVSURFRESFOR and the Naval Reserve Information Systems Office regarding AIS and IS security issues.

(7) Provides training, instruction and guidance to Terminal Area Security Officers (TASO).

(8) Accepts and certifies delivery of new FIP resources. Distributes these resources to staff members and field activities as appropriate.

(9) Assists CEIS Manager with proper custody transfer/excess of FIP resources.

(10) Ensures computer usage, maintenance and security policies are disseminated to Surface staff and field activities.

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completed work to see that instruction on work sequence, procedures, methods, and deadlines have been met.

g. Amends or rejects work not meeting established standards. Refers questions or matters not covered by standards to the Comptroller.

h. Reports to supervisor on performance, progress and training needs of employees, and on disciplinary problems.

i. Receives and reviews documents to insure they are authorized per regulations charged to the correct appropriation and account, and funds are available to cover the obligation.

j. Reconciles all documents received to monthly reports and maintains status of funds for each operating target issued by the Comptroller. Maintains and files the official accounting copy of all obligation documents.

k. Performs other assigned duties as may be directed.

BUDGET ASSISTANTS

1. Basic Function. Serves as a source of budgetary information for a wide variety of appropriated fund accounts. Provides up-to-date budgetary information on a wide variety of guidelines and procedures applicable to appropriated funds.

2. Tasks. Specific tasks may include, but are not limited to, the following:

a. Assists in controlling all Readiness Command financial transactions through the Fund Administration and Standardized Documentation Automation (FASTDATA) program fund administrator component. Works directly with automated budget program to receive operating targets for all cost centers and controls all job orders and provides them to cost centers after downloading from official accounting system. Sets up all standardized data elements. Prepares transfer data disks and uploads electronically to the sites.

b. Uploads obligations from electronic (STARS-FL) bulletin board transmittals from sites to the official accounting system using FASTDATA procedures. Prepares overall status of funds from FASTDATA identifying differences between FASTDATA, BUD and IDAFMS. Makes adjustments manually as required.

c. Maintains travel control system for all NAVRESREDCOM travel. Prepares outstanding travel claim and pay checkage letters. Estimates all travel costs for each travel order. Prepares monthly status reports. Inputs obligations and adjustments to official accounting system and reconciles monthly.

d. Issues funding documents and maintains operating targets for reimbursable facilities-related funding using FASTDATA. Prepares all reimbursable work requests and project orders and

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Provides guidance and works to ensure region-wide conformance with policies. Recommends and implements policy changes when necessary.

(11) Formulates information systems budget. Identifies new technologies to improve information management and preserve resources. Develops acquisition strategy and implementation plans in conjunction with NAVRESREDCOM REG 22 (N5)

(12) Develops Abbreviated Systems Decision Papers for NAVRESREDCOM Federal Information Processing Systems acquisitions. Assists subordinate commands with the preparation of Abbreviated Systems Decision Papers, and evaluates them for compliance with NAVRESREDCOM, COMNAVSURFRESFOR, and Naval Reserve Information Systems Office policies and directives.

(13) Manages the Local Area Network (LAN) and Wide Area Network, and is the regional LAN administrator and Naval Reserve Network coordinator. Establishes, evaluates, and continually modifies LAN use policies and procedures.

(14) Establishes training requirements for NAVRESREDCOM and subordinate activities. Conducts training on new applications as required.

(15) Serves as the NAVRESREDCOM Information Systems Security Officer. Ensures compliance with all pertinent security directives and policies. Inspects subordinate commands for compliance with security policies and procedures. Conducts security training. Performs all evaluations, contingencies, and tests to acquire and maintain full accreditation per pertinent directives.

(16) Performs other duties as assigned.

10. Chaplain (N01D)

a. Additional Tasks

(1) Provides religious support to the command and all assigned staff members, which includes providing encouragement, direction and pastoral assistance where needed.

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m. Monitors and tracks obligations, expenditures and the flow of funds throughout the execution phase of the annual operating budget. Provides advice and assistance to managers concerning the budgetary aspects of the installation's programs.

n. Reviews requests for allotments of funds for conformation to budget regulations. Identifies and reports differences which are not in keeping with the annual work plan.

o. Analyzes the effect of cost changes such as personnel salaries and related expenses or utility costs and supplies.

p. Reviews, edits, and consolidates budget estimates, and to adjust data in related forms and schedules.

q. Executes appropriated fund budgets to determine whether obligations, expenditures, and requested allotments are within funding limitations in the approved budget.

r. Executes industrial fund budgets to determine whether obligations, expenditures, and requested allotments are within funding limitations in the approved budget.

LEAD BUDGET ASSISTANT (N82)

1. Basic Function. The incumbent provides internal control of allotted operation and maintenance funds and performs a variety of duties as Lead Budget Assistant in connection with budgeting, accounting, and maintaining control of funds. This position leads 3 GS-4/5 Budget Assistants.

2. Tasks. Specific tasks may include but are not limited to the following:

a. Monitors the status and progress of work, and makes day-to-day adjustments per established priorities, obtaining assistance from the Comptroller on problems that may arise, such as backlogs which cannot be disposed of promptly.

b. Estimates and reports expected time of completion of work, and maintains records of work accomplishments and time expended. Prepares production reports as requested.

c. Instructs employees in specific tasks and job techniques and makes available written instructions, reference materials and supplies.

d. Gives on-the-job training to new employees per established procedures and practices.

e. Maintains current knowledge and answers questions of other employees on procedures, policies, directives, and obtains needed information or decisions from Comptroller.

f. Reviews work in progress or spot checks work not requiring review (e.g., filing or direct services) and assesses

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(2) Reviews Annual Training requests from chaplains and Religious Program Specialists to ensure duty requested is appropriate.

(3) Coordinates schedules and funding for training evolutions, conferences and workshops involving the region's religious personnel.

(4) Holds Church Call on drill weekends or ensures another chaplain or layperson is available to conduct Church Call.

(5) Maintains contact with the COMNAVSURFRESFOR/COMNAVRESFOR Force Chaplain for the purpose of keeping abreast of changes, developments and issues affecting the Reserve religious programs.

(6) Maintains contact with all chaplains and Religious Program Specialists in the region through a quarterly newsletter to keep them informed of mobilization needs, opportunities for training, general Navy information and other items of interest.

(7) Interviews prospective candidates for the Chaplain Corps and assists with the accession process.

(8) Supervises and runs the Unauthorized Absentee (U.A.)/Deserter Program which requires contact with each family of a U.A./Deserter in the Region.

(9) Maintains liaison with the active duty chaplains in the area for mutual planning, funeral coverage, Reserve utilization of active duty training opportunities and other pertinent issues.

(10) Participates in special command events (i.e., Changes of Command, Retirement ceremonies, etc.).

(11) Provides pastoral assistance to Casualty Assistance Calls Officer (CACO) assignments.

11. Assistant Religious Program Specialist (N01D1)

a. Basic Function. Under the direction of the Staff Chaplain, serves as the assistant to the Chaplain. Supports the

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2. Tasks. Specific tasks may include but are not limited to the following:

a. Performs routine budget administration functions in the formulation and revision of annual budget estimates for base support activities and components.

b. Formulates and revises the annual budget estimates. Researches, compiles and summarizes data involving salaries, expenses and object class and line item information. Selects and enters budgetary information on a wide variety of related forms, schedules, and reports. Analyzes the effect of projected cost changes.

c. Drafts procedural guidance concerning the format (e.g., zero base, most efficient organization) for submission of annual estimates of funding needs.

d. Performs routine budget administration functions in the execution of an annual appropriated fund budget.

e. Monitors, reviews, and checks requests for allotments of funds from approved operation budgets. Monitors and tracks obligations and expenditures for base/mission support functions throughout the execution phase of the annual operating budget.

f. Reports transfer of funds between object class and line item accounts under the same appropriation or allotment. Analyzes the effect of cost changes such as personnel salaries and related expenses or utility costs and supplies.

g. Performs routine budget administration functions in the formulation of an annual industrial fund budget.

h. Calculates costs, such as purchasing, receiving, and issuing supply items. Determines overhead charges (e.g., labor, transportation, facilities, and equipment costs) to be passed along to customers.

i. Compiles, consolidates and summarizes budgetary data from source documents such as supply orders, purchase orders, accounting records, work reports, payroll records, and inventory reports for use in preparing estimates.

j. Prepares, reviews, consolidates, and revises budget estimates. Selects and enters budgetary information on a wide variety of related forms, schedules, and reports. Analyzes the effect of projected cost changes.

k. Drafts procedural guidance concerning the format for submission of annual estimates of funding needs.

l. Performs routine budget administration functions in the execution of an industrial fund budget.

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Chaplain in all matters and policies pertaining to the religious and moral well-being of assigned military personnel and their family members.

b. Tasks

(1) Supports the staff Chaplain and religious activities at the command as well as at subordinate commands.

(2) Assists with the coordination of Religious workshops, training and seminars.

(3) Provides recommendations on the assignment of Religious Program Specialists in the region.

(4) Coordinates and conducts training for Religious Program Specialists in the region.

(5) Maintains records, ecclesiastical documents and references of various faith groups.

(6) Sets up church call and religious services, ceremonies, fellowship activities and education programs.

(7) Provides administrative, clerical and secretarial support to the Chaplain, preparing correspondence and making telephone calls.

(8) Maintains liaison with religious and community agencies as directed.

(9) Maintains liaison with COMNAVRESFOR Force Chaplain's office.

(10) Performs other duties as assigned.

12. Command Evaluation/Management Control Officer (N01F)

a. Additional Tasks

(1) Solicits input from department heads to identify problems in related functional areas.

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SECTION IXCOMPTROLLERCOMPTROLLER (N8)

1. Basic Function. Chief financial advisor to the Readiness Commander. Responsible for developing the Region's budget using inputs provided by staff directors and NAVRESCEN commanding officers, and monitoring the execution of the Region's financial plan within the constraints of the policies and procedures mandated by higher authority and the priorities established by the Readiness Commander.

2. Tasks. Specific tasks may include but are not limited to the following:

a. Responsible for executing overall budgetary policy guidance provided by COMNAVRESFOR (N8) and COMNAVSURFRESFOR (N01B).

b. Accountable for properly recording and overseeing the expenditure of all funds, primarily Operation and Maintenance, Naval Reserve and Reserve Program Navy within the Region.

c. Recommends reprogramming actions to the Commander when necessary.

d. Monitors all contracts, leases, and interservice support agreements to protect the command's fiduciary interests.

e. Conducts assessments of all financial records in the Region.

f. Formulates and submits annual budget and program objective memorandum inputs to the Readiness Commander to be forwarded to COMNAVRESFOR (N8) and COMNAVSURFRESFOR (N8) after the Commander's approval.

g. Oversees personnel in the Comptroller directorate to ensure that all tasks are properly conducted.

h. Coordinates with training department personnel to ensure proper budgeting and expenditure of all training funds.

i. Performs other duties as may be assigned.

BUDGET ANALYST (N81)

1. Basic Function. Budget analysis, including formulation, justification, presentation, and/or execution of a portion of an organizations budget. This work requires knowledge and skill in the application of related laws, regulations, policies, precedents, methods and techniques of budgeting.

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(2) Segments the organizational, functional, programmatic or other appropriate entities capable of being evaluated into assessable units at both the Readiness Command and subordinate commands.

(3) Constructs a five-year plan that allows for a vulnerability study of each assessable unit at least once during the plan.

(4) Provides guidance on the Command Evaluation Program and the Management Control Program to subordinate commands.

(5) Detects deficiencies, improprieties or inefficiencies in processes and/or functional areas.

(6) Provides the Readiness Commander with objective evaluations and reports from completed reviews, evaluations, studies, and analyses.

(7) Prepares annual, semi-annual and situational certification statements, tracking reports, and status reports required by higher authorities.

(8) Maintains a system to follow-up/monitor the status of each report finding and recommendation.

(9) Provides input for performance appraisals (civilians) and fitness reports (officers) of those responsible for individual assessable units which reflects management responsibilities, accomplishments, and deficiencies.

(10) Ensures annual reviews are conducted on civilian timekeeping and payroll procedures.

13. Marine Corps Liaison Officer (N01G)

a. Additional Tasks

(1) In conjunction with the supporting Naval Reserve activity, through visits and liaison, monitors and ensures the adequacy of Naval Reserve support to Marine Corps Forces.

(2) Conducts liaison with the 4th MARDIV/4th MAW as required. If requested, provide input for and/or attend appropriate conferences hosted by the SMCR.

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MOBILIZATION OFFICER (N52)

1. Basic Function. Under the direction of the Director of Plans; plan for, provide guidance and resource support, and oversee the development and implementation of Naval Reserve mobilization and contingency plans within the region.

2. Tasks

a. Under guidance furnished by higher authority, plan for recall of units or individuals in the event of mobilization. Provide guidance for the assigned activity commanding officer.

b. Develop NAVRESREDCOM mobilization plans to implement directives from higher authority.

c. Develop and issue other command contingency plans, as required.

d. Ensure development and adequacy of mobilization plans by all subordinate activities to ensure conformance to current NAVRESREDCOM mobilization plans and policies.

e. Maintain a library of directives, plans and supporting data from other commands to assist in the formulation of mobilization plans.

f. Advises and assists subordinate commands and NAVRESREDCOM staff in identifying responsibilities, preparations necessary, command relationships, and liaison requirements in the event of mobilization.

g. Liaises with and uses Personnel Mobilization Detachment Teams within the NAVRESREDCOM where assigned in carrying out the mobilization planning mission.

h. Advises and assists in the conducting of mobilization exercises and inspections, employing personnel mobilization teams where possible. Provide evaluations and recommendations to the NAVRESREDCOM Commander as required by higher authority.

i. Ensures execution of alert conditions and mobilization drills by all subordinate commands and further ensure commanding officers are fully cognizant of their responsibilities upon mobilization.

j. Performs other duties as may be assigned.

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(3) Coordinates support requests for Marine Corps exercises.

(4) Effects liaison with all SMCR Inspector-Instructor/Commanding Officers within the respective supporting Naval Reserve activities area.

14. Assistant Public Affairs (N01H1)

a. Basic Function. Provides assistance to the Public Affairs Officer on all matters pertaining to internal/external relations and command information.

b. Tasks

(1) Assists the PAO with planning, organizing and implementing a vigorous Command Information program applicable to all personnel within the region.

(2) Assists with the publication of the REDCOM newsletter, gathering newsworthy stories, editing and putting the newsletter together in a desk-top publishing program.

(3) Provides all administrative, clerical and secretarial support to the PAO.

(4) Assists with promoting the mission and increased understanding of the vital importance of the Naval Reserve.

(5) With approval from the PAO and/or COS/CSO serves as the releasing authority to civilian news media. If directed, represents the Commander in relations with local and regional news media.

(6) Establishes and maintains liaison with higher authority for Reserve related news. Ensures newsworthy items are submitted to higher authority for publication.

(7) Assists with the preparation of speeches, background material and other material, as required, in connection with appearances by the Commander; assist other staff officers in preparation of speeches and other public presentations.

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SECTION VIIIPLANS/ANALYSISDIRECTOR OF PLANS AND ANALYSIS (N5)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, responsible for resource requirements, organization, information analysis, and future program development.

2. Tasks

a. Reviews and evaluates unit establishment, disestablishment, or relocations to meet future requirements.

b. Assists with preparing the NAVRESREDCOM Program Objective Memorandum (POM) for submission to COMNAVSURFRESFOR.

c. Coordinates and provide support to the annual NAVRESREDCOM Naval Reserve Policy Board.

d. Plans for, provides guidance to, and oversees the development and implementation of Naval Reserve mobilization and contingency plans within the NAVRESREDCOM.

e. Prepares for emergencies or disasters as directed by the Regional Planning Agent.

f. Develops the command long range vision and periodically review to assess progress and revisions necessary.

g. Performs other duties as may be assigned.

ANALYSIS OFFICER (N51)

1. Basic Function. Under the direction of the Director of Plans, provides analysis of management issues to the Readiness Commander, develops plans to achieve mission objectives, and monitors execution of these plans.

2. Tasks

a. Research management issues or concerns as directed by the Readiness Commander.

b. Develops plans of action and milestones as required.

c. Recommend methods to improve management processes.

d. Monitors implementation of recommendations.

e. Monitors all aspects of mobilization readiness, analyze results, and recommend improvements to the Readiness Commander.

f. Performs other duties as may be directed.

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(8) Maintains liaison with the COMNAVRESFOR PAO and the local area PAO for guidance, coordination, and cooperation. Report actual or anticipated adverse Reserve related news coverage to all of the above by the fastest means available.

(9) Establishes and maintains liaison with Navy League, Naval Reserve Association, Reserve Officers Association, Naval Enlisted Reserve Association and other appropriate civilian organizations.

(10) Provides assistance and technical advice to assigned Naval Reserve public affairs units and other public affairs assets within the REDCOM.

(11) Coordinates preparation and submission of the command history and preparation and presentation of the command briefing.

(12) Performs other duties as assigned.

15. Director of Command Services (N01A)

a. Additional Tasks

(1) Serves as the Command's Security Manager.

(2) Monitors command Information Security Program.

(3) Member Executive Steering Committee.

16. Administrative Assistant (N01A1)

a. Additional Tasks

(1) Receives, reviews and routes all classified and unclassified correspondence, mail, directives and messages within the command.

(2) Establishes and maintains tickler and follow-up systems on "Action" correspondence, evaluations and awards and monitors regular and special reports. Monitors administrative report requirements.

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(3) Reviews outgoing correspondence and messages for accuracy, format and neatness; serializes and distributes correspondence.

(4) Maintains a registered/certified mail log of outgoing/incoming mail.

(5) Monitors maintenance of the command master file of applicable directives.

(6) Initiates and maintains correspondence files, special files, and message files.

(7) Acts as the directives control point for appropriate publications and other pertinent information.

(8) Prepares active duty and SELRES Evaluations for the staff, and Civilian Personnel Performance Appraisals for the department.

(9) Acts as the Forms Manager for the staff and for all Echelon V subordinate activities. Monitors administrative forms requirements.

(10) Monitors the Privacy and Freedom of Information Act Program for the command.

(11) Administers the Classified Mail Control Program.

(12) Monitors and enhances awareness/recommendations for the Paperwork Reduction Program.

(13) Provides administrative guidance and support to subordinate activities, particularly items identified by an inspection or visit.

(14) Serves as the Official Mail Manager.

(15) Oversees the In-rate Training of all staff Yeoman and Personnelmen.

(16) Performs other duties as assigned.

(2) Ensures potential for environmental impact is assessed on all construction and for any planned actions which could adversely impact the environment.

i. Assigns a full time support member to be the Reserve Intermediate Maintenance Activity Coordinator to manage the Reserve Intermediate Maintenance Activity Coordinator program.

j. Performs other duties as may be assigned.

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17. Administrative Clerk (N01A2)

a. Basic Function. Under the direction of the Admin Supervisor, provides administrative support.

b. Tasks

(1) Prepares and reviews outgoing correspondence and messages for accuracy, format and neatness.

(2) Maintains correspondence files, special files, message files, directives control point, appropriate publications and other pertinent information.

(3) Maintains the command master file of applicable directives.

(4) Performs liaison with the PERSUPPDET regarding staff personnel records.

(5) Maintains command leave log, process leave requests and adjudicate per procedures. Administers staff TAD/leave requests.

(6) Administers the Privacy and Freedom of Information Act Program for the command.

(7) Types active duty and SELRES Evaluations for the staff, and Civilian Personnel Performance Appraisals for the department.

(8) Provides administrative and word processing support as directed.

(9) Performs other duties as assigned.

18. Mail and File Clerk (N01A3)

a. Basic Function. Under the direction of the Administrative Assistant, the Administrative Supervisor and the Director, Command Services, monitors all incoming and outgoing mail, correspondence and messages (classified and unclassified). Maintains all required logs and files for incoming and outgoing correspondence and messages.

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2. Tasks

a. Provides for prudent land and facilities planning, identification of facility-related resource requirements, the material condition, safety and appearance of assigned land and facilities, proper and economic use of assets, and the efficient and effective application of manpower and funds.

b. Conducts a facilities management program:

(1) Submits and executes an annual budget for real property maintenance and repair, minor construction requirements within financing authority, utility operations, and other engineering support.

(2) Ensures that an accurate annual inspection summary is submitted by subordinate commands and consolidate submission.

(3) Submits special projects summary list with step I request for each deficiency.

(4) Submits Step II special project request for any special project designated by COMNAVRESFOR.

(5) Ensures subordinate activities maintain facilities records per NAVFAC MO 323.

c. Conducts a facilities planning program:

(1) Updates and maintain basic facilities requirements for subordinate activities, and revises and submits the military construction requirements list.

(2) Submits project documentation for all construction/alteration projects of military construction scope.

(3) Reviews interservice support host/tenant agreements, permits, memorandums of understanding, ingrants, easements, leases, and all other real estate agreements.

d. Conducts command inspection and assist visits to subordinate commands for facilities matters.

e. Provides professional advice and assistance to the Commander regarding civil engineering matters.

f. Functions as an engineering consultant and advisor in the overall management of facilities.

g. Conducts an energy conservation program.

h. Conducts an environmental program.

(1) Ensures proper disposal of all hazardous waste.

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b. Tasks

- (1) Performs duties associated with Navy Official Mail Clerk.
- (2) Receives, opens and handles all incoming and outgoing official government mail (classified and unclassified).
- (3) Controls incoming action mail and associated ADP systems.
- (4) Controls all incoming and outgoing messages (classified and unclassified). Includes the daily electronic message routing and maintenance of associated message files including general messages.
- (5) Serializes and distributes file copies of correspondence.
- (6) Maintains all correspondence, message and associated mail logs.
- (7) Maintains all correspondence files. Includes staff read and command SSIC files.
- (8) Operates various office equipment as necessary in the accomplishment of the above duties.
- (9) Answers office phone and takes messages as required.
- (10) Maintains special files, message files, directives control point, appropriate publications and other pertinent information.
- (11) Performs other duties as assigned.

19. Clerk-Typist (N01A4/5)

a. Basic Function. Under the direction of the Administrative Assistant, Administrative Supervisor and Director, Command Services, prepares smooth reports, instructions, notices, naval letters, certificates, and other Navy correspondence in support of the command.

f. Manages the procurement, receipt, transfer, survey, and shipment of equipment and furniture to and from NAVRESREDCOM activities.

g. Establishes and maintains records and files pertaining to material and excess property management.

h. Advises and assists field activities with equipment plant account control.

i. Acquires and issues NAVRESREDCOM staff equipment and supplies; and provide equipment for staff duplicating services.

j. Supervises the preparation of requisitions, purchase orders, printing requests and maintains appropriate records.

k. Liaises with Naval Reserve Personnel Center concerning detailing of storekeepers within the NAVRESREDCOM.

l. Assists the Director of Logistics in executing the functions of regional coordination and assessment of the mobilization and professional training of SELRES assigned to NAVSUPSYSCOM sponsored units.

m. Screens various supply related directives and correspondence for applicability to Naval Reserve activities and keep the activities apprised accordingly.

n. Coordinates and monitors the issuance of clothing, substance/rations-in-kind and contract berthing at assigned field activities.

o. Reviews field activity requests for additional or increased services and advise the comptroller of validity.

p. Coordinates action on disposition, acquisition, and survey documents by field activities.

q. Ensures staff supply personnel are properly trained in supply procedures and staff supply support is adequate.

r. Monitors execution of procurement transactions within the limits of NAVSUPSYSCOM procurement authority held by the NAVRESREDCOM staff and subordinate activities.

s. Performs other duties as may be assigned.

FACILITIES MANAGEMENT OFFICER (N42)

1. Basic Function. Under the direction of the Director of Logistics and Maintenance; plan, manage, and administer facilities planning and management.

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b. Tasks

(1) Types drafts and smooths of reports, instructions, notices, naval letters, certificates, enlisted evaluations and other Navy Correspondence.

(2) Advises and assists other command personnel on correct preparation of correspondence and reviews work for accuracy.

(3) Operates various related office equipment to perform duties indicated above. (ADP equipment, facsimile machine, scanner, copier, etc.)

(4) Answers office telephone and delivers related messages.

(5) Performs other duties as assigned.

20. Director, Personnel Management (N1)

a. Additional Tasks.

(1) Maintains liaison with all commands in the region and provides coordination among all commands to ensure proper Reserve personnel administrative procedures are maintained. Ensures all Naval Reserve manpower policies and procedures are properly followed and executed within the region.

(2) Acts as regional active duty Mobilization Agent. Responds to implementation orders for mobilization ensuring the designated commands and individuals are notified. Reviews all COMNAVRESFOR implementation orders and ensures Reserve Centers designated as the mobilization activity are aware of the pending mobilization.

(3) Executes all guidance regarding the activation/mobilization/demobilization/deactivation of SELRES personnel.

(4) Works with the REDCOM Mobilization Officer in regional mobilization and mobilization exercises (MOBEX) planning, operations and coordination. Assists the REDCOM Mobilization Officer in the coordination for, and operation of, an annual MOBEX.

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- n. Maintains operating targets for the staff. Post all expenditures, receipts and adjustments. Provide status of funds and submit budgetary data to comptroller.
- o. Conducts inventories and maintains related records, reports acquisitions and dispositions of property and perform reconciliations for plant property accounting reports.
- p. Manages and administers the use of and allowance for civil engineering support equipment transportation equipment.
- q. Requisitions and procures office equipment and supplies, and maintains consumable office supplies storeroom for the staff.
- r. Monitors and assesses the training of SELRES supply personnel.
- s. Assists in the coordination and assessment of the mobilization and professional training of SELRES assigned to Naval Supply Systems Command (NAVSUPSYSCOM) sponsored units.
- t. Maintains liaison with gaining commands, technical sponsors and other DoD activities, as required, to coordinate training evolutions.
- u. Performs other duties as may be assigned.

SUPPLY SUPERVISOR (N41)

1. Basic Function. Under the direction of the Director of Logistics, trains field logistics personnel in proper supply procedures. Ensures that all procurement transactions are carried out per NAVSUPSYSCOM and/or other higher authority instructions. Ensures that proper financial accounting and reporting is carried out per COMNAVRESFOR and NAVRESREDCOM directives. Coordinates the training of field supply personnel in financial procedures with the Comptroller.

2. Tasks

- a. Provides counseling service, as appropriate, to storekeepers at NAVRESCENS and conducts storekeeper workshops to apprise them of new supply procedures.
- b. Reviews all disposition, acquisition, and survey documents submitted by field activities.
- c. Ensures that class I, II, III and IV plant account inventories and reconciliations are accomplished by subordinate activities.
- d. Assists in evaluation and inspection of Naval Reserve activities.
- e. Assists in distribution and redistribution of equipment and material at NAVRESREDCOM activities.

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(5) Ensures all subordinate commands have required guidance to correctly activate SELRES personnel.

(6) Attends the COMNAVBASE Seattle Mobilization Processing Site (NMPS) coordination/planning meetings as required.

(7) Conducts liaison with effected commands to ensure tracking of all planned unit establishments, disestablishments, relocations and retitlements.

(8) Conducts demographic studies and reviews subordinate command capabilities in order to determine proper unit locations.

(9) Addresses problem areas and issues to COMNAVRESFOR/COMNAVSURFRESFOR concerning Reserve manpower administration.

(10) Monitors and tracks all incoming and outgoing manpower correspondence and prepares responses to action items.

(11) Acts as the initial and frequently primary point of contact for questions regarding time of submission and receipt of applications, and convening dates for boards.

(12) Keeps subordinate commands informed of all boards.

(13) Attends planning/training sessions for boards as required.

(14) Ensures all board applications meet prerequisites and are forwarded correctly.

(15) Acts as board recorder or member as required.

(16) Makes recommendations to the Commander regarding the prioritization of candidates for Naval Reserve Statutory and Administrative Boards after thoroughly reviewing each candidate's application.

(17) Ensures that the billet file forwarded to the annual COMNAVSURFRESFOR Screening and Detailing Board is correct.

(18) Ensures all SELRES personnel receive proper pay/compensation and drill credit.

SECTION VII

LOGISTICS/MAINTENANCE

DIRECTOR OF LOGISTICS AND MAINTENANCE (N4)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, plans, implements, coordinates, and manages supply resources available to the Commander for accomplishment of the Naval Reserve mission.

2. Tasks

a. Manages and maintains assigned property and material resources.

b. Manages and directs acquisition, distribution, overhaul, and dispose of material in support of subordinate activity operations. Report excess material per current directives.

c. Ensures the submission of budget inputs for areas of responsibility to the comptroller.

d. Advises and assists subordinates regarding supply policy, directives, regulations, and instructions.

e. Plans and coordinates supply functions.

f. Maintains standard operating systems throughout supply elements per the direction of higher authority.

g. Establishes control systems required for assessing supply support effectiveness.

h. Conducts supply/logistics training for staff and subordinates as required.

i. Performs procurement functions for the staff and subordinate activities as appropriate.

j. Processes, certifies, and forwards to the Defense Finance Accounting Service all invoices received in support of commercially procured goods and services.

k. Processes survey documents for items missing, lost, stolen, damaged or destroyed, and expend from records.

l. Manages the use of small arms ammunition in coordination with the Director of Regional Operation and Training, and submit required reports.

m. Establishes and manages maintenance contracts for equipment.

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(19) Member staff Executive Steering Committee.

21. Enlisted Personnel Supervisor (N11)

a. Additional Tasks.

(1) Monitors High Year Tenure (HYT) program.

(2) Provides technical advise on Defense Enrollment Eligibility Reporting (DEERS), Navy Enlisted/Officer Recording System (NEOPS).

(3) Addresses problem areas to COMNAVSURFRESFOR in the area of Reserve Manpower Administration.

(4) Prepares outgoing correspondence for the department. Reviews correspondence for proper punctuation, spelling and grammar.

(5) Conducts assist visits for subordinate commands upon request.

22. Enlisted Personnel Administrator (Classification) (N11A)

a. Basic Function. Under the direction of the Enlisted Personnel Supervisor maintains all daily functions related to Enlisted Classification functions, monitoring of HYT, APG/OSVET/NAVET programs and administrative services support as directed.

b. Tasks

(1) Maintains liaison with all commands in the REDCOM and provides coordination among all commands to ensure proper Reserve Personnel administrative procedures are maintained.

(2) Ensures all commands in the REDCOM maintain an effective enlisted classification program.

(3) Functions as the command Enlisted Classification Coordinator.

(4) Provides guidance on the Rating Conversion Program and recommends approval or disapproval to higher authority.

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(5) Provides guidance on NEC requests and recommends approval or disapproval to higher authority.

(6) Monitors APG, OSVET/NAVET, HYT, RAMP and all other special programs by maintenance of a command database. Coordinates and receives input from subordinate commands. Monitors programs to ensure compliance with applicable directives.

(7) Monitors and provides guidance to field activities on reporting and updating of enlisted DOT civilian occupation codes in RSTARS (MP).

(8) Monitors RTSS/RSTARS reports to ensure compliance with reporting of IMAPMIS data from field activities.

(9) Provides assist visits for subordinate commands upon request.

(10) Provides guidance to field activities in the REDCOM on all aspects of enlisted advancement eligibility, advancement examination administration, worksheet preparation and ordering, storage and destruction of advancement examinations.

(11) Maintains ESO database used to prepare Advancement Examination Order list. Prepares worksheets for eligible individuals. Orders advancement examinations and coordinates with overseas PSD's for their administration.

(12) Performs other duties as assigned.

23. Enlisted Personnel Administrator (RSL Coordinator) (N11B)

a. Basic Functions. Under the direction of the Enlisted Personnel Supervisor, maintains all daily functions related to the Research Status Log (RSL) and resolution of drill pay problems.

b. Tasks

(1) Maintains liaison with all commands in the REDCOM and provides coordination among all commands to ensure proper RSTARS (MP) personnel and pay procedures are maintained.

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- g. Implements and coordinates consolidated medical training per current instructions.
- h. Serves as medical training advisor to all programs having medical personnel assigned, including the Reserve Naval Construction Force and NRF ships.
- i. Coordinates with NAVRESCEN medical training petty officers to schedule consolidated medical training when practical, e.g., courses. Coordinates applications for all medical formal schools per current guidance.
- j. Performs other duties as may be assigned.

FLEET HOSPITAL COORDINATOR (N73)

1. Basic Function. Under the direction of the Director of Regional Operations and Training, manages and monitors the training of Fleet Hospital personnel under the cognizance of the NAVRESREDCOM to achieve the highest degree of mobilization. It is intended that the person filling this billet work exclusively for the commanding officer of the fleet hospital assigned and not be assigned any other duties, including collateral duties, on the NAVRESREDCOM staff.

2. Tasks

- a. Liaises with the fleet hospitals relating to implementation of medical training for fleet hospital personnel.
- b. Liaises with military commands, and local civilian, state and federal agencies or facilities providing training platforms for fleet hospital personnel.
- c. Assists fleet hospital commanding officers with the development, implementation and coordination of training plans for fleet hospital personnel.
- d. Coordinates and monitors usage of training equipment funds, exportable training funds, civilian augmented training funds, and local CME funds in support of training requirements.
- e. Assists in planning, coordinating and executing AT/IDTT to training platforms and other mobilizations training sites.
- f. Coordinates applications for quotas to formal schools required for fleet hospital personnel per current guidance.
- g. Performs other duties as may be assigned.

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(2) Coordinates with subordinate commands and commissioned units the collection and logging of pay problems within REDCOM 22.

(3) Logs reported pay problems received from field activities in the pay problem Resolution Status Log (RSL) located on the RTSS(TE) computer.

(4) Researches pay problems for resolution. Advises field activities of required actions to resolve pay problems. Reports to COMNAVRESFOR (Code 10) the status of research performed and recommended action, if known, required to solve pay problems.

(5) Maintains REDCOM files of reported pay problems. Collates data for reports to the Readiness Commander.

(6) Provides guidance to field activities in drill reporting procedures to resolve pay problems. Notifies field activities of gain/loss problems and identifies corrective actions.

(7) Ensures all RSTARS personnel administration is processed per current directives.

(8) Provides for the prompt and correct processing in RSTARS of all gains, losses and miscellaneous entries for officers and enlisted personnel.

(9) Monitors all personnel transactions submitted via RSTARS to ensure prompt and correct reporting on personnel for maintenance of IMAPMIS.

(10) Assists in the inspection of subordinate commands.

(11) Provides assist visits upon request.

(12) Performs other duties as assigned.

24. Enlisted Personnel Administrator (RTSS(TE)Enlisted Billet Coordinator) (N11C)

a. Basic Functions. Under the direction of the Enlisted Personnel Supervisor makes the initial assignment of IAP

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g. In coordination with Director of Logistics and Maintenance, manages the development, procurement, implementation, and use of training equipment.

h. Using the Command Training Management Module, monitors and analyzes RSTARS(TM) data for subordinate activities to ensure training plans are written to maximize mobilization readiness.

i. Review STEPS submissions to ensure that planned training is based upon requirements and properly prioritized.

j. Collects, prioritizes, and submits unfunded training requirements to COMNAVSURFRESFOR.

k. Reviews all requests for school quotas, civilian augment training, exportable training, and train-the-trainer funding.

l. Performs other duties as may be assigned.

MEDICAL TRAINING/CREDENTIALS OFFICER (N72)

1. Basic Function. Under the direction of the Director of Regional Operations and Training; manages and monitors training of Naval Reserve Medical Department personnel under the cognizance of the NAVRESREDCOM to achieve the highest degree of mobilization readiness.

2. Tasks

a. Liaises with COMNAVSURFRESFOR (N92) to implement medical training programs.

b. Liaises with military commands, local civilian organizations, state and federal agencies or facilities providing training platforms and/or services to Naval Reserve Medical Department personnel. Ensures all agreements for support from other than DoD activities have been reviewed by NAVRESREDCOM (N01B) to ensure that government liability issues are properly addressed.

c. Assists NAVRESCENS and medical unit commanding officers in the development, implementation, and coordination of training plans for medical department personnel.

d. Coordinates and monitors usage of training equipment funds, exportable training funds, civilian augmented training funds, and local Continuing Medical Education (CME) funds in support of training requirements.

e. Assists SELRES medical personnel in planning, coordinating and executing AT/IDTT to training platforms and other mobilization training sites.

f. Implements and coordinates the CME/continuing education program per current directives.

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personnel to vacant billets and generates RTSS(TE) reports necessary to evaluate manning effectiveness and readiness within the REDCOM.

b. Tasks

(1) Maintains liaison with all commands in the REDCOM and provides coordination among all commands to ensure proper readiness and manning of programs and units in the REDCOM.

(2) Prepares RTSS(TE) reports and distributes information required to evaluate training, readiness, and personnel manning.

(3) Provides initial screening of personnel to establish qualifications for assignments to programs and vacant billets.

(4) Screens billet assignments, on a continuing basis, to ensure all enlisted assignments are per priority manning and NEC/billet requirements.

(5) Provides custom RTSS(TE) reports upon request.

(6) Functions as the technical liaison between RTSS(TE) and RSTARS.

(7) Provides all necessary and/or required coordination and technical guidance required between RTSS(TE) and RSTARS, and "hands-on" support necessary to maintain the readiness and manning of programs and units throughout the REDCOM.

(8) Monitors RTSS(TE)/RSTARS reports on gains, losses, reenlistments/discharges/extensions and advancements for timeliness and correctness of entries.

(9) Assists in the inspection of subordinate commands.

(10) Provides assist visits as requested.

(11) Performs other duties as assigned.

25. Enlisted Personnel Administrator (Drill Pay Administration)
(N11D)

a. Basic Function. Under the direction of the Enlisted Personnel Supervisor performs all daily functions related to

- (2) manpower,
- (3) positive hand-off of SELRES assigned from unit to ship, and
- (4) NRF indoctrination.

b. Performs duties as liaison between NAVRESREDCOM and COMNAVSURFRESFOR on NRF matters, e.g., priority manning and functional manning.

c. Maintains, at a minimum, monthly contact with NRF ship squadrons on matters directly related to manning and retention.

d. Monitors, on an as required basis, specific individual training requirements for personnel assigned to NRF crews, e.g., shipboard fire fighting, to facilitate obtaining school quotas and scheduling necessary training.

e. Monitors Reserve unit submission of Reserve award recommendations.

f. Monitors SELRES training and administration through routine inspections, audits and assist visits (RATE program).

g. Performs other duties as may be assigned.

Note: NRF Operations Officer only at NAVRESREDCOM Regions 8, 11, and 19.

TRAINING OFFICER (N71)

1. Basic Function. Under the direction of the Director of Regional Operations and Training; plans, manages, and administers the training programs within the Region.

2. Tasks

a. Evaluates training methods. Advises and assists the NAVRESCEN commanding officers in achieving maximum instructor effectiveness and employment of training hardware/devices.

b. Provides training equipment maintenance support to subordinate activities through use of local resources and liaison with COMNAVSURFRESFOR (N71).

c. Initiates training and personnel management to improve readiness.

d. Implements train-the-trainer program.

e. Coordinates and monitor usage of training equipment funds, exportable training funds, and civilian augment training funds in support of training requirements.

f. Plans and programs for training support requirements.

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maintenance of enlisted service records and officer and enlisted unit, and individual drill/pay files. Maintains all REDCOM non-drilling units and overseas drill pay.

b. Tasks

(1) Maintains liaison with all overseas units and provides coordination among all overseas units to ensure proper Reserve Personnel, Reserve pay and Educational Services Officer (ESO) administrative and tracking procedures are maintained.

(2) Submits unit drills for retirement/pay. Posts and maintains individual drill muster reports and individual pay files.

(3) Verifies unit pay/non-pay reports. Maintains unit pay files.

(4) Monitors unsatisfactory and "ghost" drillers at subordinate commands to ensure compliance with current directives.

(5) Monitors the command's non-drilling units to ensure assignment procedures and practices are per current directives.

(6) Coordinates with the command's Medical Department on assignments of Not Physically Qualified (NPQ) personnel to the records review unit.

(7) Processes for transfer to active duty, transfer to other locations or discharge, NROTC "drops" and other medical/dental personnel assignments in the ACDU STATUS POOL or other Support Element units.

(8) Assists departmental manning efforts by conducting initial screening of personnel for program or billet assignments, prepares orders in support of priority unit manning within the REDCOM.

(9) Provides typing and filing and general office work necessary to support the department.

(10) Answers the phone and routes to appropriate person/desk for assistance.

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REGIONAL OPERATIONS OFFICER (N31)

1. Basic Function. Organizes, directs and evaluates all functions related to regional operations to achieve and maintain a high state of mobilization readiness.

2. Tasks

a. Receives all unit AT plans via STEPS and prepares NAVRESREDCOM annual AT and quarterly IDTT budget plans.

b. Submits annual IDTT budget to comptroller.

c. Requests, schedules and coordinates AT/ADT/IDTT logistics arrangements and issue orders.

d. Serves as administrator of the STEPS system.

e. Monitors and reviews STEPS system Unit Employment Schedules and other reports for accuracy and compliance with STEPS policy guidance for both the NAVRESREDCOM and assigned NAVRESCENS.

f. Monitors all requests for orders to ensure timely processing and compliance with COMNAVSURFRESFOR program guidance and processing guidelines.

g. Performs other duties as may be assigned.

NAVAL RESERVE FORCE (NRF) OPERATIONS OFFICER (N32)

1. Basic Function. Under the direction of the Director of Regional Operations and Training, the NRF Operations Officer is responsible for manpower, AT/ADT/IDTT funding support, some training support functions, administering the Reserve Administration and Evaluation (RATE) program and providing a single point of contact for NRF ships and squadrons. This billet is filled by an 05 SELRES in those NAVRESREDCOMs with responsibility for the RATE program, and an E6 full time support member in other NAVRESREDCOMs with NRF ships assigned.

2. Tasks

a. Serves as the NAVRESREDCOM's point of contact for NRF administrative support functions. As such, the coordinator is responsible for providing liaison between the NAVRESREDCOM and NRF ships in support of the following evolutions:

(1) AT, ADT and IDTT order writing when the ship does not have this capability due to lack of hardware or ship's employment,

(2) manpower,

(3) positive hand-off of SELRES assigned from unit to ship, and

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(11) Maintains department correspondence files per current directives.

(12) Prepares outgoing message traffic for the department.

(13) Performs other duties as assigned.

26. Officer Personnel Management (N12/N12A/B)

a. Additional Tasks

(1) Ensures all officer administration (e.g., officer orders, command selection boards, Naval Officer Billet Code (NOBC) requests, waivers) and other actions are processed using current directives.

(2) Serves as the initial and primary point of contact for all inquiries and questions on officers and officer assignments.

(3) Prepares all officer orders.

(4) Maintains up-to-date database on all assigned SELRES officers.

(5) Maintains a record of orders and other actions taken on all assigned SELRES officers.

(6) Ensures all officer assignments are made per governing directives; assists with the processing of all 05/06 command and noncommand billet request packages.

(7) Maintains all pertinent policy directives and guidelines including message traffic concerning SELRES officers.

(8) Maintains liaison with all commands in the REDCOM to ensure proper SELRES officer administration procedures are followed.

(9) Provides guidance on NOBC and officer designator inquiries and processes inquiries.

(10) Maintains all information on SELRES officer selection boards and promotions. Verifies annual selection board

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SECTION VIREGIONAL OPERATIONS/TRAININGDIRECTOR of REGIONAL OPERATIONS AND TRAINING (N3/N7)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, organizes, directs, and evaluates all functions related to regional operations, peacetime support, resource allocation/tracking (Annual Training (AT), Active Duty Training (ADT), Individual Duty Training Travel (IDTT)), scheduling employment operations and training for Reservists assigned to achieve and maintain a high state of mobilization readiness.
2. Tasks
 - a. Task appropriate staff personnel and monitor programs to ensure accomplishment of assigned responsibilities.
 - b. Oversees tracking and reporting of all peacetime support.
 - c. Implements all training programs.
 - d. Initiates training and personnel management actions to improve readiness.
 - e. Manages AT, ADT, and IDTT.
 - f. Monitors, coordinates, advises, and assists echelon IV commanders in the execution of their tasks and functions in relation to regional operation, employment of SELRES to achieve the most effective mobilization training, and peacetime employment of the Surface Reserve Force.
 - g. Prepares and monitors execution of the AT plan for the NAVRESREDCOM staff.
 - h. Coordinates order writing and training functions for Naval Reserve Force (NRF) ships and squadrons.
 - i. Plans and programs for training support requirements.
 - j. In coordination with the Director of Logistics, manages the procurement, implementation, and use of training equipment and materials.
 - k. Coordinates and directs usage of the Surface Training Events Planning and Scheduling (STEPS) System, Reserve Integrated Management System (Orderwriting Module) and the Naval Reserve's teleticketing procedures.
 - l. Performs other duties as may be assigned.

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messages and monthly promotion messages and notes selection or promotions effecting assigned officers. Prepares paperwork to effect the promotions.

(11) Reviews/endorsees requests for frocking ensuring frocking directives/policies are met.

(12) Processes all requests for assignment to billets, reassignment or change in status.

(13) Provides typing, filing and general office work necessary to support the division.

(14) Performs other duties as assigned.

27. Regional Operations and Training Officer (N3/N7)

a. Additional Tasks

(1) Keeps the Commander, Deputy and COS/CSO informed and updated on all training and operations issues and policy/procedural changes.

(2) Validates training requirements and ensures appropriate training is available for assigned Naval Reservists.

(3) Identifies training opportunities and makes recommendations to improve training and readiness.

(4) Supervises and directs Operations and Training personnel (N3/N7). Tasks appropriate staff personnel and monitors progress to ensure sufficient accomplishment of assigned responsibilities.

(5) Budget execution responsibility: ADT, Continuing Medical Education (CME), IDTT, Exportable Training and Train the Trainer funds. Oversees the allocation and tracking of these funds.

(6) Collects data, monitors trends and is responsible for AT/ADT/IDTT processes within the region.

(7) Maintains liaison with COMNAVSURFRESFOR (N3) concerning orderwriting and travel and COMNAVSURFRESFOR (N7) concerning overall training.

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d. Conducts subordinate activity command inspections as directed and provide reports necessary in the execution of this function.

e. Provides guidance and support on all officer Reserve pay issues to subordinate activities.

f. Operates RSTARS (MP) and provide reports as required or directed.

g. Reviews all incoming/outgoing correspondence dealing with RESPERS administration. Draft replies to routine correspondence.

h. Serves as PERSUPPDET Liaison Representative for all SELRES officer matters. Review officer service records periodically to ensure proper maintenance.

i. Ensures all endorsed maximum service limitation and assignment waivers are properly processed.

j. Reviews and endorses all officer accession requests per applicable directives.

k. Reviews and endorses requests to change designator codes.

l. Processes Naval Reserve Officers Training Corps personnel for recall to active duty.

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(8) Reviews all incoming message traffic and ensures appropriate personnel are routed the traffic and take action as necessary.

(9) Serves as the FTS inspection coordinator. Responsible for ensuring the Command Management Guide is kept up to date. Assists in the command inspections of assigned Naval Reserve Activities.

(10) Coordinates all requests for assist visits.

(11) Develops procedures and recommends policy changes to improve responsiveness to operations and training requirements. Ensures all command directives concerning operations and training are current.

(12) Oversees the management of school quotas not otherwise managed by COMNAVRESFOR or COMNAVSURFRESFOR.

(13) Directs the preparation of periodic readiness and training reports.

(14) Oversees the management of command audiovisual and training equipment.

(15) Coordinates and directs responses to all incoming correspondence and inquiries concerning operations and training.

(16) Member staff Executive Steering Committee.

28. Regional Operations Officer (N31)

a. Additional Basic Functions. Under the direction of the Director of Training (N3), plans, manages, and administers all Annual Training (AT), Active Duty Training (ADT) and Inactive Duty Training Travel (IDTT) events. Monitors AT/IDTT processing for compliance with established procedures and guidance. Monitors the implementation of the Standard Training Event Planning System (STEPS). Disseminates peacetime support requirements, training opportunities and manages the region's training ammunition allocation.

b. Additional Tasks

(1) Acts as the STEPS program manager for the region.

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- c. Supervises the enlisted classifier and monitors all facets of the classification program per applicable directives.
- d. Conducts subordinate activity command inspections as directed, and provide reports necessary in the execution of this function.
- e. Provides guidance to subordinate activities on all enlisted advancement requirements and related matters.
- f. Provides guidance and support on all enlisted Reserve pay issues to subordinate activities.
- g. Conducts Reserve pay research status log action to resolve all pay problems within the Region.
- h. Manages and provides guidance on special programs including bonus, advance pay grade and special pay.
- i. Operates RSTARS (MP) and provide reports as required or directed.
- j. Reviews all incoming/outgoing correspondence dealing with RESPERS administration. Draft replies to routine correspondence.
- k. Serves as PERSUPPDET Liaison Representative for all SELRES enlisted matters. Reviews enlisted service records periodically to ensure proper maintenance.
- l. Ensures all enlisted assignment waivers are properly processed.
- m. Supervises the administration of SELRES incentive programs within the NAVRESREDCOM.
- n. Reviews and processes all nomination packages for unsatisfactory performance.
- o. Performs other duties as may be assigned.

OFFICER PERSONNEL SUPERVISOR (N12)

1. Basic Function. Under the direction of the Director, Personnel Management, responsible for all SELRES officer personnel administration in the NAVRESREDCOM. Performs the following tasks using current directives:

2. Tasks

- a. Supervises all SELRES officer billet assignments.
- b. Manages the RTSS system and provide reports as required or directed.

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(2) Reviews all Unit Employment Schedules for units assigned to the region.

(3) Solicits bi-monthly updates to the STEPS data base from reserve activities.

(4) Supervises AT/ADT/Order Writing Module (OM) and STEPS/IDTT program managers. Monitors for compliance with established directives.

(5) Issues and disseminates instructions, notices, correspondence and guidance to advise reserve activities of current AT/ADT/IDTT procedures, requirements, training opportunities, peacetime support requirements, fleet exercise billets and schools.

(6) Screens Category "Hotel" (non-pay category "D") ADT requests when available. Approves/disapproves as appropriate.

(7) Manages the REDCOM Special ADT man-days account. Recommends approval/disapproval of pending requests.

(8) Reviews all IDTT requests for the REDCOM staff and from subordinate commands. Recommends approval/disapproval in accordance with IDTT plan and within budgetary constraints. Makes recommendations to the Comptroller regarding the phasing and spending plan for IDTT.

(9) Has delegated authority to initiate order modifications and to sign all completed IDTT orders.

(10) Promulgates NAVRESREDCOM REG 22 Notice 8011 during the month of May each year to request training ammunition needs for the upcoming fiscal year.

(11) Prepares and submits Ammunition Transaction Reports (ATR) to report ammunition expenditures and MILSTRIP Requisitions to order ammunition when required.

(12) Provides passport guidance for overseas exercises and operations.

(13) Maintains all AT/ADT exercise/operations advertisements and peacetime contributory support requests. Ensures these advertisements are disseminated to subordinate commands.

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1. Provides Reserve Training Support System (RTSS) coordination and support services.

m. Maintains records review unit and performs associated administrative functions for the Region.

n. Monitors, coordinates, and advises echelon V commands in the execution of RESPERs screening board matters.

o. Assists with command inspections of echelon V activities.

p. Provides guidance to subordinate activities on all enlisted advancement requirements and related matters.

q. Oversees and provides guidance on all Reserve pay issues at subordinate activities.

r. Principal overseer of bonus, advance pay grade and special pay programs.

s. Monitors Reserve Standard Training Administrative and Readiness Support (RSTARS(MP)) and provide reports as required or directed by higher authority.

t. Monitors all facets of enlisted classification program.

u. Monitors the Physician Reservists in Medical Universities and Schools (PRIMUS) and medical Individual Mobilization Augmentee (IMA) programs within the NAVRESREDCOM.

v. Conducts an annual audit of each PRIMUS unit/detachment within the NAVRESREDCOM. Verifies drill accounting procedures for PRIMUS units/detachments and medical IMA personnel. Verifies that drill activities for which credit is given for PRIMUS and medical IMA personnel conforms to current guidelines. Assists National PRIMUS Coordinator and COMNAVSURFRESFOR with the establishment of new PRIMUS units/detachments.

w. Performs other duties as may be assigned.

ENLISTED PERSONNEL SUPERVISOR (N11)

1. Basic Function. Under the direction of the Director, Personnel Management responsible for all SELRES enlisted personnel administration in the Readiness Command. Performs the following tasks using current directives.

2. Tasks

a. Supervises all SELRES enlisted billet assignments, including cross-assignments both regionally and nationally.

b. Manages the RTSS system and provides reports as required or directed.

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29. IDTT/STEPS Supervisor (N311)

a. Basic Function. Under the direction of the Regional Operations Officer, supervises, supports and coordinates processing of IDTT requests for units assigned to REDCOM and STEPS system implementation within the region. Monitors STEPS for the region, ensures proper operation of the system and provides troubleshooting capability as required.

b. Tasks

(1) Maintains an accountability system for all IDTT requests and orders.

(2) Reviews all IDTT manifests to ensure accuracy, completeness, timeliness, and approval on IDTT plan.

(3) Provides estimated costs of all IDTT.

(4) Forwards IDTT requests to the Regional Operations Officer recommending approval/disapproval.

(5) Ensures teleticket and travel batches are properly prepared and uploaded. Prepares travel accounting data for the Comptroller (N8) on floppy diskette per established procedures.

(6) Ensures IDTT budget adjustment batches are provided by the Comptroller and properly uploaded.

(7) Provides budgetary balance information to the Regional Operations Officer.

(8) Prepares IDTT orders and order modifications.

(9) Mails all IDTT orders to the activity or individual, as appropriate.

(10) Screens and takes necessary action on all IDTT correspondence and message traffic.

(11) Liaisons with COMNAVRESFOR, COMNAVSURFRESFOR, training sites and subordinate commands on all IDTT issues/problems.

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SECTION VPERSONNEL MANAGEMENTDIRECTOR OF PERSONNEL MANAGEMENT (N1)

1. Basic Function. Supervises and monitors the allocation and use of personnel resources under NAVRESREDCOM per established policies. Executes programmatic requirements in structuring of billets and units for the Type Commander and Major Manpower Claimant. Responsible for executing personnel and billet management policies for subordinate activities.

2. Tasks

a. Supervises subordinate personnel assigned and monitor progress to ensure timely and efficient completion of assigned responsibilities.

b. Monitors, coordinates and advises echelon V commands in the execution of their tasks and functions in relation to Reserve personnel policies to achieve the most effective and efficient SELRES personnel and billet management structure in subordinate activities including cross-assignments (billet assignments).

c. Recommends manpower and personnel policy changes to COMNAVSURFRESFOR.

d. Liaises with COMNAVSURFRESFOR (N1) on matters pertaining to Reserve Personnel (RESPERS) or related officer and enlisted billet issues.

e. Monitors all SELRES officer and enlisted assignments.

f. Monitors subordinate activities' compliance with Naval Reserve manpower policies and directives.

g. Reviews, researches and endorses manpower-related issues submitted by echelon V commands.

h. Recommends location for new unit establishments and relocations to meet future requirements.

i. Provides guidance to subordinate activities regarding manpower and RESPERS policies and directives from higher authority.

j. When directed, assists with the review of COMNAVSURFRESFOR restructuring proposals concerning recommended closures, realignments and disestablishments and/or joint multi-service occupancy, as appropriate, liaises with unit gaining commands and COMNAVSURFRESFOR as needed.

k. Prepares, maintains and revises NAVRESREDCOM instructions and notices that pertain to RESPERS, billet and screening board issues.

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(12) Provides direction, guidance and assist visits to subordinate commands on IDTT procedures. Researches and answers all inquiries from the field on IDTT issues.

(13) Creates events in the STEPS system for Reserve units co-located with REDCOM 22.

(14) Updates REDCOM 22 units events in STEPS as necessary.

(15) Monitors and maintains a Transmissions Log to track uploads from the centers. Ensures events are being updated in a timely manner.

(16) Imports (downloads) STEPS inputs from subordinate activities and exports same to COMNAVSURFRESFOR.

(17) Reviews, on a daily basis, the log of funds added to or deleted from the IDTT program by the Comptroller (N8), including last order issued and other pertinent information. Advises the supervisor of any discrepancies noted.

(18) Maintains files and records for N31.

(19) Provides administrative and word processing support to N3/N31.

(20) Performs other duties as assigned.

30. Regional Operations Assistant (N312)

a. Basic Function. Under the direction of the Regional Operations Officer, assists with the implementation of programs under N31 cognizance. Provides direction and guidance to field activities on matters related to AT, ADT, IDTT, OM, and STEPS. Acts as the NRF/Peacetime/Contributory and exercise support program manager.

b. Tasks

(1) Monitors and implements the programs assigned by the Regional Operations Officer.

(2) Designated as the primary alternate to the Ammunition coordinator (N31).

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- l. Serves as the staff Personnel Officer.
- m. Provides administrative support for legal matters.
- n. Prepares staff temporary additional duty orders. Conducts quality check on travel claims, tracks and forwards claim to Personnel Support Detachment (PERSUPPDET) for payment. Controls incoming checks until delivered to members.
- o. Serves as administrative assistant to the Readiness Command Senior Inspector, coordinating all inspections, inspection preparations, and post inspection reports. Maintains inspection files.
- p. Performs other duties as may be assigned.

ADMINISTRATIVE ASSISTANT (N01A1)

1. Basic Function. Reports to the Director of Command Services. Directs military and civilian personnel in the execution of all administrative responsibilities for the staff. Provides services to the staff in all administrative areas.
2. Tasks
 - a. Serves as the assistant to the Director of Command Services on all administrative and staff personnel matters.
 - b. Serves as the principle assistant to the Deputy/Chief of Staff/Chief Staff Officer on all inspection matters.
 - c. Ensures all policies and procedures for command administrative matters are carried out and properly implemented. Makes recommendations for changes, where warranted.
 - d. Reviews all incoming award submissions for technical accuracy.
 - e. Reviews incoming correspondence to determine if it is action correspondence and ensures it is properly controlled and routed for action.
 - f. Prepares or directs the preparation of correspondence.
 - g. Supervises the security clerk to ensure that the information and personnel security program is being properly administered, that security clearances for all personnel are kept current and that proper documentation exists for all clearances.
 - h. Performs other duties as may be assigned.

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(3) Maintains a running log of Peacetime support-related manning requirements.

(4) Coordinates with field activities and Echelon III commands to resolve pending issues as assigned by the Regional Operations Officer.

(5) Maintains liaison with COMNAVRESFOR/COMNAVSURFRESFOR as required to solve travel, orderwriting and teleticketing issues.

(6) Maintains files and records for N31.

(7) Provides assist visits to the field as required.

(8) Provides/coordinates administrative and word processing support for N3/N31.

(9) Performs other duties as assigned.

31. AT/Order Writing Module (OM) System Administrator (N313)

a. Basic Function. Under the direction of the Regional Operations Officer, is responsible for the input of all AT/ADT applications into the Orderwriting Module (OM) and for the printing and distribution of government requested airline tickets. Ensures STEPS/OM System is operational within the region.

b. Tasks

(1) Researches and answers all inquiries from the field on AT/ADT issues and order modifications.

(2) Maintains an accountability system for all AT/ADT applications and orders for SELRES assigned to the staff .

(3) Takes necessary action on AT/ADT message traffic and correspondence.

(4) Prepares Area/Country/Travel clearance requests as required on a timely basis in proper format.

(5) Responsible for secure storage of printed tickets as well as the blank ticket stock.

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SECTION IVCOMMAND SERVICESDIRECTOR OF COMMAND SERVICES (N01A)

1. Basic Function. Executes the staff's administrative functions and provides services to the staff in all areas of administrative responsibility. Responsible for implementing processes to effectively manage correspondence, records, reports, directives, mail, and forms. Provides all military personnel services for full time support personnel. Serves as the central point of contact for all internal staff personnel matters. Provides guidance to field activities and assists in the evaluation and inspection of Readiness Commands.

2. Tasks

a. Executes the administrative responsibilities of the command including the direction of prescribed administrative programs and the coordination of administrative affairs.

b. Issues policies and procedures for command administrative matters.

c. Advises the Commander/Deputy/Chief of Staff/Chief Staff Officer on matters concerning the administration and organization of the Readiness Command staff.

d. Distributes incoming mail; monitors action items through the use of a command correspondence and reports tickler system.

e. Serializes all outgoing correspondence and ensures proper mailing and distribution.

f. Provides word processing support to those staff directorates that do not have clerical personnel assigned.

g. Maintains a central file of all documents produced by the command.

h. Serves as the point of contact for all subordinate commands, other government agencies, professional organizations and private enterprises for all administrative matters.

i. Administers the Command Awards Program.

j. Routes all daily incoming messages to all directorates. Prepares all Naval messages for release; maintains date time group log and message files; maintains command general message files. Controls and routes all classified messages. Provides administrative expertise on all message issues and coordinates with message center.

k. Establishes tracking log and oversees the preparation and ensures timely submission of evaluations and fitness reports .

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(6) Prints all travel code 1 (Government transportation requested) Annual Training orders, airline tickets and itineraries.

(7) Prints and validates all travel code 1 (Government transportation requested) Inactive Duty Training Travel airline tickets and itineraries.

(8) Prepares and forwards the Quarterly Usage Teleticket Report.

(9) Distributes copies of orders and itineraries to appropriate member.

(10) Coordinates the return of canceled/voided/"for refund" airline tickets to the NAVPTO officer in New Orleans within 10 working days and cancels orders in OM when required.

(11) Maintains a log with system's passwords for the entire region. Ensures passwords are periodically validated.

(12) Receives and disseminates the latest software versions of each program when available. Ensures latest version is promptly installed.

(13) Maintains files and records for N31.

(14) Provides administrative and word processing support to N3/N31.

(15) Performs other duties as assigned.

32. Training Officer (N71)

a. Additional Tasks

(1) Manages and oversees all training for the region. Liaison with COMNAVSURFRESFOR on all training issues including Training Resource Requests (TRRs), Reserve Billet Training Requirements (RBTRs), Individual Training Plans (ITPs), training directives and training guidance.

(2) Evaluates training manning and readiness of assigned units.

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connection with appearances by the Commander; assists other staff officers in preparation of speeches and other public presentations.

g. Liaises with COMNAVRESFOR (N004) and the nearest Chief of Information branch office for guidance, coordination, and cooperation. Reports actual or anticipated adverse Reserve related news coverage to all of the above by fastest means available.

h. Establishes and maintains regular informal liaison for public affairs/internal relation coordination within the following: Naval Reserve Force ships, Reserve Naval Construction Forces, Naval Reserve aviation activities, other Navy elements, and military commands located within NAVRESREDCOM boundaries.

i. Liaises with the Navy League, Naval Reserve Association, Reserve Officers Association, Naval Enlisted Reserve Association, and other appropriate civilian organizations.

j. Organizes and supports implementation of the Chief of Naval Operations Seapower Teams for the NAVRESREDCOM and subordinate commands.

k. Acts as technical advisor for assigned Naval Reserve public affairs units and other public affairs assets within the NAVRESREDCOM.

l. Coordinates preparation and submission of the command history, and preparation and presentation of the command briefing.

m. Assists in preparation of the annual budget submissions for funding of public affairs activities of the command.

n. Performs other duties as may be assigned.

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(3) Assists Reserve activity commanding officers and their staff in the execution of planned training evolutions.

(4) Manages and coordinates the execution of planned training evolutions for the region.

(5) Researches and analyzes general training and specific program directives, along with special interest items, issued by higher authority to ensure all available training opportunities are widely publicized throughout the planning cycle. Particular attention will be given to NOBC and NEC attainment and opportunities to utilize CAT/Exportable Navy schools to attain mobilization training and professional development.

(6) In coordination with N8, provides proper funding utilization of surface training dollars to Reserve activity commanding officers. Provides guidance as needed to Reserve activities on how to arrange Civilian Augmented Training (CAT) and exportable training evolutions. Makes recommendations as to the most cost-effective and appropriate training resource to produce the desired training need.

(7) Advises and assists in the development of command training policies, programs and procedures to implement and support directives from higher authorities.

(8) Ensures planned training is consistent with current directives, procedures and policies.

(9) Ensures opportunities are arranged by which Reserve activity/Reserve unit training officers can learn how to properly plan and execute training evolutions, particularly with respect to CAT and exportable training.

(10) In coordination with Regional Operations (N31) administer unit AT, ADT and IDTT formulation of STEPS inputs ensuring training being funded is mobilization enhancing or valuable contributory support.

(11) Based on the evaluation of unit training plans and training accomplishments provides formal and informal advice and assistance to assigned units.

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2. Tasks

a. Establishes and provides liaison between the NAVRESREDCOM, its assigned units and activities, and the Fourth Marine Corps Division, Fourth Marine Air Wing, Field Service Support Group, field activities, and other supported active Marine Corps activities within the NAVRESREDCOM.

b. Assists the Commander in all areas relating to Marine Corps professional and technical matters.

c. Serves as technical advisor for training and personnel management in coordinating Marine Corps orientation and field training for Naval personnel assigned to the Marine Corps Forces Support Program.

d. Assists in inspections and visits as directed.

e. Coordinates honors and ceremonies as directed.

f. Performs other duties as may be assigned.

PUBLIC AFFAIRS OFFICER (N01H)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, provides advice, consultation, and assistance to the Commander, staff and units on all matters pertaining to internal/external relations and command information.

2. Tasks

a. Plans, organizes, and implements a vigorous Command Information Program applicable to all Reservists within the NAVRESREDCOM, including, if feasible, the publication of a NAVRESREDCOM newsletter.

b. Conducts a vigorous Public Affairs and Internal Information Program to promote increased understanding of the vital importance of the Naval Reserve to the national defense.

c. Ensures all public affairs activities (internal, external, media and community relations) of the NAVRESREDCOM and subordinate commands are in conformance with the Department of the Navy public affairs programs, policies, and objectives.

d. Serves as releasing authority to civilian news media and internal publications of news concerning the NAVRESREDCOM. Establishes and maintains liaison with higher authority for Reserve related news of more than regional significance.

e. Represents the Commander in relations with local and regional news media.

f. Prepares speeches and other material, as required, in

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(12) Advises the Director of Training (N7) of those units or activities which are experiencing difficulty in planning and executing training. Make recommendations for correction of deficiencies.

(13) Serves as the regional point of contact for training issues for Reserve Liaison Officers at the various gaining commands and major staffs.

(14) Attends various program and training conferences as directed.

(15) Reviews and processes TRRs. Submits requests to change ITPs and forwards to COMNAVSURFRESFOR for action.

(16) Manages audiovisual and training equipment requirements for the staff.

(17) Processes requests from the staff and field activities for training funds expenditures. Prepares midyear review input of training budget.

(18) Ensures that all Reserve activities have qualified instructors. Makes arrangements for formal and informal instructor schooling.

(19) Schedules/manages quota control for FTS training and usage of Train the Trainer funds.

(20) Schedules/arranges for staff General Military Training.

(21) Serves as the staff point of contact of Naval Liaison Officers, Emergency Planning Liaison Officers and Federal Emergency Management Activity Naval Reserve personnel.

(22) Schedules quotas for firefighting schools and Damage Control Team Training as required.

(23) Conducts assist visits at subordinate commands as requested.

(24) Advises and assists in the inspection of subordinate commands.

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b. Retention Programs

(1) Establishes and maintains constant liaison with NAVRESCEN retention team members.

(2) Ensures all losses are audited on a monthly basis and evaluates the reason for losses.

(3) Identifies problem areas at subordinate commands and visits activities with retention difficulties when directed by the Commander.

c. Performs other duties as may be assigned.

COMMAND EVALUATION OFFICER (N01F)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, advises and assists the NAVRESREDCOM and its activities with the administration of the Command Evaluation Program.

2. Tasks

a. Conducts a Command Evaluation Program per appropriate directives.

b. Conducts periodic and special reviews, studies, analysis, and investigations of present operations to detect deficiencies, improprieties, and inefficiencies.

c. Provides recommendations to correct conditions that adversely impacts upon financial management, mission accomplishment, or the integrity of the command.

d. Examines internal management controls, practices, and procedures at all levels to determine adequacy in concept and effectiveness.

e. Reviews civilian timekeeping and payroll procedures.

f. Serves as a focal point for, and monitors the correction of, deficiencies, audits, reviews, or surveys performed by external audit agencies.

g. As directed by the Readiness Commander, manages and coordinates the NAVRESREDCOM Command Evaluation Program.

h. Performs other duties as may be assigned.

MARINE CORPS LIAISON (N01G)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, provides advice, consultation and assistance to the Commander, the staff and assigned units, and activities for all matters relating to the Marine Corps.

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33. Assistant Training Officer (N71A)

a. Basic Function. Under the direction of the Training Officer (N71), formulates and monitors the preparation and execution of training evolutions. Provides guidance and assistance to subordinate commands on all training issues.

b. Tasks

(1) Assists the Training Officer in the accomplishment of all training related duties.

(2) Receives and evaluates the completeness of Unit Employment Schedules based upon a comparison with COMNAVSURFRESFOR program guidance, periodic program messages, and past program experience. With guidance from the Training Officer, correct and advise the originator of incomplete submissions.

(3) Makes the initial evaluation of all incoming Training Resource Requests. Conducts research as necessary to make a recommendation to the Training Officer.

(4) As directed by the Training Officer, conducts research on regional RBTP, PARS, NOBC, NEC and other professionally enhancing training to determine the most effective, timely and efficient means to accomplish this training.

(5) Assists with the coordination of FTS schools and school quotas.

(6) Advises the Training Officer as to the ability of each Reserve activity to effectively plan and execute training.

(7) Schedules and coordinates regional Training Officer conferences on an annual basis.

(8) Answers written and telephonic inquiries from subordinate commands on training issues.

(9) Maintains all training office files and records.

(10) Conducts assist visits at subordinate commands as requested.

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2. Tasks

a. Serves as advisor and special assistant to the Commander on matters relating to religious and moral guidance of military personnel, their family members, and other authorized personnel.

b. Facilitates and provides appropriate religious and related pastoral ministries within the command.

c. Establishes and serves as liaison between the Naval Reserve and civilian religious and humanitarian organizations and institutions.

d. Establishes and maintains liaison with American Red Cross, Navy Relief, and similar organizations serving personnel of the command and their family members.

e. When requested, participates in the command inspection program on matters relating to religion, moral well-being, and chaplain functions.

f. Acts as the technical advisor to Director of Personnel Management and Director of Regional Operations and Training in the training and management of Naval Reserve chaplains and assigned personnel within the command.

g. Provides chaplains and enlisted assistants within the command with Naval Reserve career guidance, training opportunities, and pertinent Navy religious information.

h. Performs other duties as may be assigned.

CAREER COUNSELOR (NO1E)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, monitors retention for the region and manages an effective career information program for the Readiness Command.

2. Tasks

a. Career Counseling

(1) Conducts a counseling program for staff personnel both active and Selected Reserve (SELRES).

(2) Establishes an effective career counseling tickler system to ensure all staff interviews are conducted in a timely manner.

(3) Informs the Chief of Staff/Chief Staff Officer on any situation that could effect retention positively or negatively.

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(11) Becomes thoroughly familiar with all governing directives, policies and procedures for Naval Reserve training.

(12) Maintains RSTARS(TM) Data Base for drilling Reservists assigned to the Readiness Command.

(13) Performs other duties as assigned.

34. Training Department Assistant (N71B)

a. Basic Function. Under the direction of the Director of Training, Training Officer and Assistant Training Officer provides all administrative support for the Training Department (N7).

b. Tasks

(1) Provides word processing support for the Training Department to include:

(a) Preparation of all correspondence.

(b) Preparation of outgoing message traffic.

(c) Preparation of command training directives.

(d) Distribution and mailing of training correspondence.

(2) Ensures proper routing of incoming mail and correspondence in the Training Department.

(3) Assists with the coordination and preparation of the annual training conference.

(4) Using various desk top programs (EXCEL, ACCESS, POWERPOINT, HARVARD GRAPHICS) makes briefs and databases for the Training Department.

(5) Performs other duties as assigned.

35. Medical Training Officer (N72)

a. Additional Tasks

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networks, as they relate to Command-wide requirements. Directs system installation, operation, configuration, database management, testing, maintenance, and training for NAVRESREDCOM and subordinate activities.

2. Tasks

a. Formulates information systems budget. Identifies new technologies to improve information management and preserve resources. Develops acquisition strategy and implementation plans in conjunction with NAVRESREDCOM (N5).

b. Develops Abbreviated Systems Decision Papers for NAVRESREDCOM Federal Information Processing Systems acquisitions. Assists subordinate commands with the preparation of Abbreviated Systems Decision Papers, and evaluates them for compliance with NAVRESREDCOM, COMNAVSURFRESFOR, and Naval Reserve Information Systems Office policies and directives.

c. Manages the Local Area Network (LAN) and Wide Area Network, and is the regional LAN administrator and Naval Reserve Network coordinator. Establishes, evaluates, and continually modifies LAN use policies and procedures.

d. Establishes training requirements and course syllabus for NAVRESREDCOM and subordinate activities. Trains and assists onsite Automatic Data Processing maintenance personnel. Conducts training on new applications as required.

e. Serves as the NAVRESREDCOM's Information Systems Security Officer. Ensures compliance with all pertinent security directives and policies. Inspects subordinate commands for compliance with security policies and procedures. Conducts security training. Performs all evaluations, contingencies, and tests to acquire and maintain full accreditation per pertinent directives.

f. Manages Gateguard and the implementation of Defense Messaging System throughout the region.

g. Establishes Regional Automated Information System guidance for subordinate activities.

h. Directs the tasking of other assigned technical personnel.

i. Performs other duties as may be assigned.

CHAPLAIN (NOID)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, provides advice, consultation, and assistance in all matters and policies pertaining to the religious and moral well-being of military personnel, family members, and other authorized personnel within the command, and ensures that the right to free exercise of religion is not denied.

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(1) Monitors the training of personnel assigned to Programs 9 and 32. Ensures that medical training being planned is consistent with current directives, procedures and policies. Recommends changes and effects corrective action, as appropriate.

(2) Oversees and manages the Navy Enlisted Code Attainment Program (NECAP) for the region.

(3) Effects liaison as required with local military commanders, local civilians, and state and federal agencies of facilities providing training platforms and/or services to Naval Reserve Medical personnel. Establishes inter/intraservice support agreements as required.

(4) Assists Reserve Centers and medical unit/detachment commanding officers/officers in charge in the development, implementation and coordination of short and long term training plans for medical personnel.

(5) In coordination with the Regional Operations Officer, assists in the budget preparation process and monitor utilization of:

(a) Medical Training Equipment funds

(b) Medical Exportable Training funds

(c) Medical Civilian Augmented Training funds

(d) Continuing Medical Education (CME) funds in support of training requirements.

(6) Assists medical Reserve personnel in planning, coordination, and executing AT/IDTT orders to training platforms and other mobilization enhancing training sites.

(7) Implements and coordinates the Continuing Medical Education/Continuing Education (CME/CE) program.

(8) Consolidates medical training opportunities where possible and practical.

(9) Coordinates the scheduling and quota allotment for medical courses.

SECTION III

STAFF ASSISTANTS

STAFF JUDGE ADVOCATE (NO1B)

1. Basic Function. Under the direction of the Chief of Staff/Chief Staff Officer, provides advice and assistance on all legal matters pertaining to the command and other appropriate matters as directed.

2. Tasks

a. Serves as the principal legal advisor to the Commander and staff.

b. When directed, provides legal advice and assistance to other units and activities.

c. Prepares directives pertaining to assigned functions.

d. When requested, assists in the inspection of assigned Reserve Law Program units.

e. Liaises with COMNAVRESFOR (N003), the Judge Advocate General, and other federal, state, and local officials in legal matters relative to the Naval Reserve and command activities while keeping the Readiness Commander informed of all discussions pertaining to their command.

f. Provides support to subordinate commands in the areas of military law and military justice.

g. Monitors compliance with Department of Defense (DoD) Standards of Conduct.

h. Acts as technical advisor in the training, management, and professional development of Reserve judge advocates and legalmen within the Command, working closely with the Director of Personnel and the Director of Regional Operations/Training when acting in this capacity.

i. Acts as the Ethics/Legal Professional Disciplinary Authority for Naval Reserve judge advocates within the command for conduct occurring in a drill status.

j. Performs other duties as may be assigned.

AUTOMATED INFORMATION SYSTEMS OFFICER (N01C)

1. Basic Function. Serves as the principal advisor to the Readiness Commander in all matters related to the acquisition, development, implementation, operation, maintenance, training, and security of Federal Information Processing Systems, including microcomputer systems and peripherals, local and wide area

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(10) Maintains liaison with Naval Medical/Dental commands for coordination of medical/dental mutual support.

(11) Monitors billet assignments of medical personnel to ensure correct NOBC/NEC billet matches.

(12) Maintains liaison with the staff Medical and Dental Plans/Readiness Officers to ensure Reserve personnel assigned to program 32 units are receiving required training.

(13) Maintains liaison with the staff Marine Corps Liaison Officer to ensure Naval Reservists assigned to program 9 units are receiving required training.

(14) Ensures that opportunities are arranged by which Reserve activity/Reserve unit training officers can learn how to properly plan and execute medical training evolutions particularly CAT and exportable training.

(15) Advises the Director of Training (N7) of those units which are experiencing difficulty in planning and executing training.

36. Medical Training Assistant (N72A)

a. Basic Function. Under the direction of the Director of Training and Medical Training Officer, assists in carrying out all medical training duties.

b. Tasks

(1) Monitors and assists Reserve centers in the execution of medical proficiency courses.

(2) Monitors and manages the NECAP program.

(3) Reviews and makes recommendations on Training Resource Requests (TRRs) for Medical Civilian Augmented Training, Medical Exportable Training and other medical training.

(4) Monitors and tracks CME training and funding.

(5) Provides Medical Department Representatives (MDR) at Reserve activities training, guidance and assistance necessary for them to carry out their duties.

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(6) Assists Program 9 and 32 units with planning and execution of medical/dental training.

(7) Serves as a member of the inspection team.

(8) Performs other duties as assigned.

37. Director of Logistics (N4)

a. Additional Tasks

(1) Evaluates and inspects supply operations at Reserve activities when directed. Provides assist visits to subordinate activities when requested.

(2) Acts as the primary interface for the REDCOM with the Navy Regional Contracting Center. Provides procurement oversight within the command and for assigned subordinate activities.

(3) Reviews training plans and schedules for Programs 6 and 30 units. Serves as advocate for the professional development of SELRES supply personnel.

(4) Acts as coordinator for the mobilization assignment of all Supply Corps Reserve officers in the region maintaining a high level of personnel readiness while providing for officer career development.

(5) Assists the Command Evaluation Officer, as directed, in the administration of the Management Control and Command Evaluation Programs.

(6) Member staff Executive Steering Committee.

38. Assistant Director of Logistics (N4A)

a. Basic Function. Under the direction of the Director of Logistics (N4), plans, implements, coordinates, and administers resources available to the Readiness Commander to accomplish the Naval Reserve mission. Acts as the Director of Logistics in the absence of the director.

b. Tasks

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CHIEF OF STAFF/CHIEF STAFF OFFICER (N01)

1. Basic Function. Under direction of the Readiness Commander or Deputy, administers established policies and directs, coordinates, and supervises the efforts of the staff in the assigned mission.

2. Tasks

a. Administers the policies and programs established by the Commander and Deputy for the daily operation of the command.

b. Directs, coordinates and supervises day-to-day functioning of the staff dealing particularly with matters of staff policy, planning, workloads, personnel, equipment, and discipline.

c. Recommends to the Commander or Deputy, as appropriate, actions to be taken and policy to be adopted in connection with command operations.

d. In the temporary absence of both the Readiness Commander and Deputy, acts as the Readiness Commander.

e. Acts as the primary point of contact for NAVRESCEN commanding officers.

f. Develops, schedules, and executes a triennial inspection program to provide comprehensive and current evaluation of unit mobilization readiness and the effectiveness of command organizational, operational, and administrative practices of assigned unit, centers, and facilities. Also, upon request of unit and/or center commanding officers, schedules assist visits as required.

g. Determines compliance with current policy and program directives.

h. Assesses unit and NAVRESCEN morale.

i. Manages full time support manning for the staff and all assigned activities. Acts as primary point of contact with active duty officer detailers. Oversees all aspects of civilian personnel management.

j. Manages the Readiness Command's temporary additional duty plan.

k. As 3-M Manager, assumes responsibility for the overall management of the Readiness Command's 3-M Systems program.

l. Performs other duties as may be assigned.

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(1) Helps budget, coordinate, and monitor training for Navy Supply Systems Command Program 30 and Program 6 units.

(2) Monitors Programs 6 and 30 unit mobilization readiness.

(3) Participates in command-sponsored supply related Naval Reserve conferences and workshops when required by the Readiness Commander.

(4) Assists in the coordination of mobilization assignments of Supply Corps Reserve officers in the region.

(5) When directed, assists in the evaluation and inspection of subordinate activities/units.

(6) Provides draft articles pertaining to Supply and Logistics for publication in the Regional Newsletter.

(7) Assists the Command Evaluation Officer, as directed, in the administration of the Management Control and Command Evaluation programs.

(8) Assists in the oversight of command recreation funds at subordinate Reserve Centers.

(9) Performs other duties as assigned.

39. Lead Supply Clerk (N41A)

a. Basic Function. Under the direction of the Logistics Supervisor (N41), trains and monitors staff supply personnel in supply procedures and serves as immediate supervisor for staff supply personnel.

b. Tasks

(1) Executes procurement transactions within the limits of NAVSUP procurement authority held by REDCOM 22 staff.

(2) Supervises the preparation of requisitions, purchase orders, and printing requests and maintains appropriate records.

(3) Manages the procurement, receipt, transfer, survey, and shipment of equipment and furniture to and from Reserve Centers, as directed.

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implementation of changes in policy pertaining to enlisted members.

e. Attends meetings as directed by the Commander and Deputy to keep apprised of current issues and provides a representative enlisted input.

f. Participates in ceremonies honoring command members.

g. When appropriate, represents or accompanies the Commander and Deputy to official functions, inspections, and conferences.

h. Participates in receiving and hosting official visitors to the command.

i. Upon invitation, and as approved by the Commander, represents the command and Navy at community and civic functions.

j. Participates in, coordinates, or monitors the following, as appropriate.

(1) Command Orientation/Indoctrination.

(2) Chief Petty Officer/Petty Officer Indoctrination.

(3) Professional Development Board.

(4) Command Retention Team.

(5) Awards Board (when enlisted personnel are being considered).

(6) Sailor of the Month/Quarter/Year Selection Boards.

(7) Command Managed Equal Opportunity.

(8) Family Services Program (OMBUDSMAN, Family Services Center).

(9) Bachelor Enlisted Quarters Housing Management Program.

(10) Commissary and Exchange Advisory Boards.

(11) Humanitarian Reassignment/Hardship Discharge Screening Boards.

(12) Command Examining Board.

(13) Welfare and Recreation Fund Advisory Board.

k. Performs other duties as may be assigned.

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(4) Assists in the evaluation and inspection of supply operations at Reserve Centers.

(5) Conducts supply assist visits to Reserve centers when requested.

(6) Ensures staff financial accounting records are maintained per COMNAVRESFOR and other applicable directives.

(7) Formulates staff budget estimates for supplies, equipment, printing, and other contractual services and provide other supply support to the staff as required.

(8) Coordinates action on disposition, acquisition, and survey documents by Reserve Centers.

(9) Performs other duties as assigned.

40. Supply Clerk (N41B)

a. Basic Function. Under the direction of the Logistics Supervisor (N41) and the Assistant Logistics Supervisor (N41A), perform procurement and other supply functions.

b. Tasks

(1) Executes procurement transactions within the limits of delegated procurement authority.

(2) Maintains required procurement files.

(3) Prepares and submits procurement reports as required.

(4) Screens procurement requests and ensures that needed supplies are obtained through the Navy/DOD supply system whenever possible.

(5) Coordinates IDTT contract berthing arrangements as requested by the Training Department.

(6) Processes receipts and shipments of material as required.

(7) Maintains the supplies inventory in the staff supply storerooms. Maintains the cleanliness and organization of these storerooms.

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Note: This billet is not filled when an active duty captain is assigned as the Readiness Commander.

DEPUTY FOR MISSION EFFECTIVENESS (N00R)

1. Basic Function. To oversee the administration of the NAVRESREDCOM in matters pertaining to mission effectiveness and readiness, and to perform other such functions as may be directed by the Commander.

2. Tasks

a. Serves as the principal advisor and assistant to the Commander on all matters affecting mission effectiveness of the NAVRESREDCOM. Areas of mission effectiveness include:

(1) Responsible for overall retention within the NAVRESREDCOM including the issuing and implementation of pertinent directives and policies designed to enhance retention efforts, establishment and maintenance of viable systems for tracking and validating retention trends, and statistics, and providing periodic reports to the Commander.

(2) Responsible for maintaining the overall readiness of the NAVRESREDCOM by ensuring that pertinent policies for sustaining and tracking readiness are current and being enforced. Responsibility will encompass all areas of readiness including personnel, training, and medical/dental readiness.

b. Performs other duties as assigned.

COMMAND MASTER CHIEF (CMC) (N00C)

1. Basic Function. Under the direction of the Readiness Commander or Deputy, assist and advise the commander, the staff and assigned activities in all matters pertaining to the welfare and morale of enlisted members of the command.

2. Tasks

a. Maintains and promotes effectiveness and efficiency of the chain of command.

b. Assists the Commander and Deputy in all matters pertaining to welfare, enlisted detailing, health, job satisfaction, morale, personnel useage, and training of enlisted personnel to promote traditional standards of good order and discipline.

c. Liaises with the Commander, Naval Reserve Force (COMNAVRESFOR) Force Master Chief, other NAVRESREDCOM CMCs/Command Senior Chiefs (CSCs), center CMCs/CSCs to ensure lines of communications are used in obtaining and disseminating information affecting the enlisted community.

d. Advises the Commander and Deputy on formulation and

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(8) Assists in the evaluation and inspection of supply operations at Reserve activities.

(9) Performs other duties as assigned.

41. Supply Clerk (N41C)

a. Basic Function. Under the direction of the Logistics Supervisor (N41) and Assistant Logistics Supervisor (N41A), performs OPTAR record keeping and other supply functions.

b. Tasks

(1) Maintains financial (OPTAR) records utilizing the FASTDATA program. Maintains required financial files.

(2) Ensures the proper and timely expenditure of OPTAR funds assigned to the REDCOM 22 staff. Prepares obligation and procurement documents using the FASTDATA program.

(3) Submits financial reports as required.

(4) Processes invoices for payment in a timely manner and in order to preclude interest penalties.

(5) Orders uniform clothing for reservists and maintains appropriate files.

(6) Conducts issue hours for general supplies.

(7) Coordinates contract berthing for staff Reserve personnel.

(8) Performs other duties as assigned

42. Supply Technician (N41D)

a. Basic Function. Under the direction of the Logistics Supervisor (N41) and Assistant Logistics Supervisor (N41A), manages staff government vehicles, function as CESE manager for the region, and maintains staff controlled equipage records.

b. Tasks

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m. Maintains liaison with regional Navy, Naval Reserve and other military commands in matters of common interest and support.

n. Prepares and coordinates regional plans for the mobilization of the Naval Reserve; execute such plans when directed.

o. Assists and supports other Navy and Naval Reserve activities as appropriate.

p. Assigns command responsibilities for NAVRESCENs where no active duty officer is assigned.

q. Selects and appoints unit commanding officers per COMNAVSURFRESFOR's guidance and procedures.

r. Promotes high morale.

s. Reports for area coordination as directed.

t. When this billet is filled by an active duty officer, assumes 31 USC 1517 responsibilities for the proper accounting and expenditure of authorized NAVRESREDCOM funds.

u. Performs other duties as may be assigned.

DEPUTY COMMANDER, NAVAL RESERVE READINESS COMMAND (NOOB)

1. Basic Function. Under the direction of the Readiness Commander, administers established policies and directs, coordinates, and supervises the efforts of the command in achieving optimum levels of inactive Reserve individual and unit readiness for mobilization. Manages authorized NAVRESREDCOM funds when the commander is an inactive duty Naval Reserve Flag Officer.

2. Tasks

a. Assumes 31 USC 1517 responsibilities for the proper accounting and expenditure of authorized NAVRESREDCOM funds when the commander is an inactive duty Naval Reserve Flag Officer.

b. Administers policies and directives established by the commander for execution of the command's mission and functions.

c. Directs, coordinates and supervises all matters pertaining to command organization and management, policy, program planning and morale.

d. Provides advice and recommendations to the Commander regarding actions to be taken and policy and programs to be adopted.

e. In the temporary absence of the Commander, acts as the Readiness Commander.

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(1) Manages Civil Engineering Support Equipment (CESE) assigned to the region. Coordinate assignment of vehicles. Monitor use and maintenance of vehicles by reserve activities. Request funds from the Comptroller (N8) for maintenance of region vehicles.

(2) Coordinates use of staff vehicles (CESE). Inspects vehicles periodically and arranges for routine maintenance and repair.

(3) Prepares and submits DEIS-I reports.

(4) Monitors completion of plant account inventories and reconciliations by reserve activities.

(5) Maintains staff controller equipage records, utilizing the Controlled Equipage Inventory System (CEIS).

(6) Coordinates the issue and control of keys to staff spaces.

(7) Conducts issue hours for general supplies.

(8) Performs other duties as assigned.

43. Facilities Management Officer (N42)

a. Additional Tasks

(1) Monitors and assists subordinate activities in maintaining facilities records.

(2) Maintains liaison with DIRFAC West: The Facility Management Officer shall work through the DIRFAC for resolution of Readiness Command facility requirements. Frequent communication with the DIRFAC is a requirement of this position.

(3) Assists Reserve Centers in obtaining qualified personnel to complete environmental compliance inspections.

(4) Triennial Inspections: Serves as a member of the Readiness Command Inspection Team in the areas of facilities planning, facilities management, energy conservation, and hazardous materials handling.

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SECTION IICOMMAND AND CONTROLCOMMANDER, NAVAL RESERVE READINESS COMMAND (N00)

1. Basic Function. Assigned to command Naval Reserve activities, their programs and associated support activities functions to ensure readiness of the inactive Naval Reserve for rapid mobilization in the event of war, national emergency or when otherwise directed; serves as a field manager for COMNAVSURFRESFOR for assigned facility, equipment and personnel resources.

2. Tasks

- a. Commands Naval Reserve activities.
- b. Develops programs for the training of assigned Naval Reserve personnel to achieve maximum readiness to meet Navy mobilization requirements.
- c. Directs the inactive Naval Reserve manpower management programs of assigned Naval Reserve activities.
- d. Directs career counseling and retention programs at assigned Naval Reserve activities.
- e. Manages assigned real property and material resources.
- f. Prepares and executes command budgets.
- g. Ensures efficient use of assigned facilities and recommends modifications, consolidation, closures, new construction and alternative facilities, as appropriate.
- h. Provides effective personnel records management.
- i. Makes recommendations for changes in location of assigned Reserve Centers and drill sites.
- j. Establishes and carries out a comprehensive program of inspections and visits.
- k. Monitors unit readiness; effects corrective action as required.
- l. Keeps COMNAVSURFRESFOR regularly informed of progress and problems concerning implementation of policy, plans, and programs; recommends action that should be taken.

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44. Facilities Assistant (N421)

a. Basic Function. Under the direction of the Facilities Management Officer (N42), serves as staff assistant on all facilities and civil engineering matters.

b. Tasks

(1) Assists the Facilities Management Officer (N42) with conducting Reserve Center facilities inspections as directed.

(2) Maintains Reserve Center project records. Tracks expenditure of special project MRP funds ensuring planned costs are not exceeded.

(3) Assists the Facilities Management Officer (N42) in preparation of facilities budgets and budget support as required.

(4) Assists in the administration of the Command Energy Conservation Program.

(5) Assists in the administration of the Command Environmental and Hazardous Material Control Programs.

(6) Assists in the preparation of the REDCOM 22 Annual Inspection Summary (AIS) report.

(7) Assists in the communications link between Reserve Centers and Engineering Field Activity Northwest.

(8) Maintains individual Reserve Center files of correspondence and reports pertaining to facilities.

(9) Tracks key facilities reports required from Reserve Centers.

(10) Coordinates maintenance, repair, and improvements to REDCOM 22 headquarters spaces.

(11) Assists the Facilities Management Officer (N42) in real property management as required.

(12) Manages the Safety/Industrial Hygiene program for the staff and region and serves as the Safety Manager.

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(13) Performs other duties as assigned.

45. Facilities Assistant (Engineering Assistant) (N421A)

a. Basic Function. Under the direction of the Facilities Management Officer and Facilities Assistant, serves as the staff assistant on all facilities and civil engineering matters.

b. Tasks

(1) Assists the Facilities Management Officer (N42) with management of assigned facilities.

(2) Performs engineering aide duties for the Facilities Management Officer.

(3) Performs drafting duties and design review of plans for new facilities or modification/refurbishment of existing facilities.

(4) Provides administrative and computer support to the Facilities Management Officer.

(5) Represents the Facilities Management Officer at design conferences.

(6) Serves as the day-to-day point of contact for the COMNAVSURFRESFOR Director of Facilities for facilities related issues.

(7) Performs other duties as assigned.

46. Facilities Assistant (Electronics/3-M) (N421B)

a. Basic Function. Under the direction of the Facilities Management Officer (N42), serves as staff assistant on all facilities electronic matters. Coordinates and manages all regional combat support equipment. Serves as the staff 3-M Coordinator.

b. Tasks

(1) Assists the Facilities Management Officer with the management of all regional electronic and combat support equipment.

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SECTION IINTRODUCTION

1. Mission. The primary mission of Naval Reserve Readiness Commands is to maintain assigned personnel and equipment in a state of readiness and availability which will provide peacetime support and permit rapid deployment in the event of partial or full mobilization. This is accomplished through the effective management of personnel and resources to train, equip, and otherwise prepare the assigned Naval Reserve units and personnel for mobilization.

2. Chain of Command. The Immediate Superior In Command (ISIC) for all NAVRESREDCOMs is Commander, Naval Surface Reserve Force (COMNAVSURFRESFOR). The Commander, Naval Reserve Readiness Command is the ISIC for all assigned Naval Reserve Center (NAVRESCEN) Commanding Officers. NAVRESCEN is used as a generic term to refer to a NAVRESCEN, Naval Reserve Readiness Center, Naval and Marine Corps Reserve Center, or Naval and Marine Corps Reserve Readiness Center.

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(2) Oversight responsibility for regional video teleconferencing equipment.

(3) Administers the region General Purpose Test Equipment (GPETE). Conducts GPETE assist visits and inspections.

(4) Provides assistance in maintaining the region equipment readiness through management of equipment and systems, maintenance, repair and modernization.

(5) Performs all 3-M functions for the region and provides 3-M assist visits and inspections.

(6) Provides technical review of PMS Feedback Reports, validates maintenance procedures and updates PMS documentation for assigned equipment.

(7) Prepares 3-M related correspondence and responds to 3-M related taskings.

(8) Implements and executes established policy for the acquisition and life cycle support of equipment and systems.

(9) Performs other duties as assigned.

47. Director Plans/Analysis (N5)

a. Additional Tasks

(1) Manages, directs and implements programmatic actions including the formulation of objectives, goals and policy change for assigned Reserve Centers.

(2) Evaluates the Naval Reserve Force roles and missions to plan for execution of manning, training and employment of assigned personnel.

(3) Directs the analysis of unit readiness to meet stated manpower, training, medical, administrative, equipment and resource mobilization requirements.

(4) Recommends to the Readiness Commander and cognizant Naval Reserve Activity Commanding Officers actions to improve readiness where appropriate.

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(5) Directs the establishment of procedures to ensure timely follow-up on readiness improvement recommendations; evaluate action taken.

(6) Identifies and evaluates the effect of deficiencies in resources or management on the ability to attain and sustain a high state of readiness.

(7) Reviews and evaluates proposed unit relocation actions to determine impact on readiness; makes recommendations for unit relocations to improve readiness.

(8) Advises assigned Naval Reserve Activities on proper methods for attainment and maintenance of mobilization readiness.

(9) Directs that training and readiness assessments be conducted to determine suitability of the training in improving readiness.

(10) Directs the actions of the Analysis Officer and assigned personnel.

(11) Directs the actions of the Mobilization Officer.

(12) Prepares briefing material for the Commander.

(13) Coordinates Center/Unit Commanding Officer conferences.

(14) Develops budget issues for the command.

(15) Participates in the staff Executive Steering Committee.

48. Plans/Readiness Administrative Assistant (N5B)

a. Basic Function. Serves as the primary administrative assistant to the N5 directorate. Reports to the Director Plans/Analysis (N5), Plans/Analysis Officer (N51) and Assistant Plans/Analysis Officer (N51A). Performs all administrative support requirements for the directorate.

b. Tasks

COMNAVRESFORINST 5210.1C

[illegible]

~~JUN 18 1997~~

(1) Provides all administrative support for N5 including word processing support, mail routing, correspondence preparation, message preparation and directives preparation.

(2) Answers telephone calls for the department and refers callers to appropriate action person.

(3) Assists with the preparation of briefings, graphs and statistics and uses various programs such as POWERPOINT, ACCESS and EXCEL to present this data.

49. Plans/Readiness/Analysis Officer (N51)

a. Additional Tasks

(1) Responsible for long range planning for the command, including but not limited to, resource requirements, organization, information, analysis, and future program development.

(2) Assists in the evaluating of unit establishment, disestablishment, realignments or relocations to meet current needs and future requirements.

(3) Coordinates and chairs the annual review of policy issues for input to the Naval Reserve Policy Board.

(4) Establishes procedures to ensure timely follow-up on readiness improvement recommendations; evaluate action taken.

(5) Presents a monthly readiness brief for the Commander, Deputy/Assistant for Mission Effectiveness, and cognizant staff personnel.

(6) Conducts training and readiness assessments to determine suitability of the training in improving readiness.

(7) Coordinates the preparation of the command long range plan and the current year goals and objectives.

(8) Makes visits to subordinate commands and units as the Commander's representative or as required in the performance of duties.

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50. Plans/Readiness Officer (N51A)

a. Basic Function. Under the direction of the Plans/Analysis Officer serve as the full time support assistant for all plans and readiness issues. Tracks and reports readiness for the region.

b. Tasks

(1) Serves as the day-to-day point of contact for the region on all readiness and plans matters.

(2) Monitors, analyzes and evaluates the readiness of units assigned per requirements and standards established by higher authority, including COMNAVRESFORINST 3501.1J and COMNAVRESFORNOTE 3501.

(3) Conducts training and readiness assessments to determine suitability of the requested training in improving readiness.

(4) Collects and prepares readiness data for statistical analysis.

(5) Analyzes and evaluates statistical data to determine the actual or probable systemic causes of readiness changes.

(6) Records and retains historical readiness statistical data.

(7) Assists with the preparation of readiness and other statistical data for presentation at a monthly briefing.

(8) Conducts liaison with assigned subordinate commands to identify and resolve readiness issues, discuss readiness improvements and matters that impact on readiness.

(9) Recommends adjustments in all areas of readiness including personnel, training, medical, administrative and equipment to improve overall readiness and meet readiness objectives.

(10) Coordinates all inspections for the region. Prepares notification letters, inspection reports and all associated inspection correspondence.

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CROSS REFERENCE (LOCATOR) SHEET

COMNAVRESFORINST 5210.1C

DIRECTIVE:

DATE OF DIRECTIVE:

SUBJECT:

SEE: (where publication is maintained)

REMARKS:

Signature of Receipt:

Date

~~NAV~~ 18 1997

(11) Conducts assist visits and inspections of subordinate commands as directed.

(12) Performs other duties as directed.

51. Readiness/Plans Assistant (N51B)

a. Basic Function. Primary assistant to the Readiness/Plans Officer (N51A) on all matters concerning readiness and plans.

b. Tasks

(1) Assists with the evaluation and analysis of units assigned per requirements and standards established by higher authority, including COMNAVRESFORINST 3501.1J and COMNAVRESFORNOTE 3501.

(2) Conducts training and readiness assessments to determine suitability of the requested training in improving readiness.

(3) Assists assigned subordinate commands by responding to telephonic or written inquiries regarding issues.

(4) Assists with collection and preparation of readiness data.

(5) Maintains historical records and readiness data.

(6) Maintains liaison with other staff members concerning readiness and/or training and manning issues that affect readiness.

(7) Assists with the coordination of all inspections for the region. Prepares all inspection correspondence.

(8) Conducts assist visits and inspection of subordinate commands as directed.

(9) Performs other duties as directed.

52. Readiness Analysis Officer (N51A2)

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a. Basic Function. Under the direction of the Director, Plans/Analysis, evaluates and analyzes unit and individual readiness and makes recommendations for improving readiness. Directs the Readiness Analysis team members.

b. Tasks

(1) Monitors, analyzes and evaluates the readiness of units assigned per requirements and standards established by higher authority, including COMNAVRESFORINST 3501.1J and COMNAVRESFOR NOTE 3501.

(2) Monitors the active forces operational readiness needs and makes recommendations to meet these needs within the claimancy; recommends readiness goals and objectives.

(3) With assistance from the Management Information Officer, measures unit progress, identifies problem areas and trends and assists with the preparation of the monthly readiness brief.

(4) Establishes and maintains continuous liaison with the full time support Training Office staff at the command to identify goals and objectives and measure readiness progress.

(5) Establishes and maintains liaison with Naval Reserve Activity Commanding Officers to discuss readiness improvements and matters that impact on readiness.

(6) Recommends adjustments in all areas of readiness including personnel, training, medical, administrative and equipment to improve overall readiness and meet readiness objectives.

(7) Works closely with the Training Officer (N71) and Readiness Officer (N51A) to identify training requirements that may affect or improve overall readiness.

(8) Performs other duties as assigned.

53. Plans/Readiness Assistant (N51A3/4)

a. Basic Function. Under the direction of the Readiness Analysis Officer, evaluates and analyzes unit and individual readiness and makes recommendations for improving readiness.

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b. Tasks

(1) Assists in the monitoring, analyzing and evaluation of the readiness of units assigned per requirements and standards established by higher authority, including COMNAVRESFORINST 3501.1J and COMNAVRESFOR NOTE 3501.

(2) Assists the Readiness Analysis Officer in measuring unit progress, identifying problem areas and trends and keeping the Readiness Analysis Officer and Deputy for Readiness informed.

(3) Assists the Readiness Analysis Officer and Assistant (or Deputy) for Readiness in gathering information and in the preparation of the monthly readiness brief.

(4) Recommends adjustments in training programs and support to attain higher levels of readiness.

(5) Assists with readiness inspections and assist visits when directed.

(6) Performs other duties as assigned.

54. Dental Plans/Readiness Officer (N51B)

a. Basic Function. Under the direction of the Plans/Analysis Officer, manages the administration of dental services and support programs within the region. Tracks and reports on dental readiness of assigned personnel.

b. Tasks

(1) Monitors, evaluates, and coordinates dental resources within the region to ensure all Reserve activities are providing and/or receiving dental examinations.

(2) Provides oversight and guidance to Reserve activities for conducting dental examinations.

(3) Serves as the program advisor for all dental units in the region providing direct liaison with all dentists within the region and evaluates mobilization readiness of dental units.

(4) Identifies Naval Reserve Activities that do not have dental support and determines how dental examinations can be conducted.

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(5) Conducts dental examinations as member of the Mobile Dental Team; coordinates the Mobile Dental Team visits to Reserve Activities.

(6) Coordinates contributory support opportunities between active duty gaining commands and Reserve dental units.

(7) Tracks and reports overall dental readiness of Selected Reservists in the region. Prepares dental readiness information and provides the dental readiness portion of the monthly readiness brief.

(8) Works with the Training Officer and Medical Training officer in identifying and executing dental training.

(9) Performs other duties as assigned.

55. Medical Plans/Readiness/Credentialing Officer (N51C)

a. Basic Function. Under the direction of the Plans/Analysis Officer, responsible for the administration, analysis, evaluation and readiness of medical programs within the region. Tracks and reports on medical readiness of assigned personnel. Conducts Credentialing of health care providers.

b. Tasks

(1) Monitors, evaluates and coordinates medical resources within the region to ensure all Reserve activities are providing and/or receiving medical support.

(2) Provides oversight and guidance to Reserve activities for medical readiness issues.

(3) Provides guidance to Naval Reserve Activities on policies, directives, fiscal and facility requirements as they relate to medical support.

(4) Serves as the program advisor for all medical units in the region, providing direct liaison with medical units as required.

(5) Evaluates mobilization/training readiness of assigned medical units. Provides medical units portion of the monthly readiness brief for any medical units below 70% in training.

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SAMPLE LETTER OF ISSUANCE

DEPARTMENT OF THE NAVY
COMMANDER, NAVAL RESERVE READINESS COMMAND REGION _____

From: Commander, Naval Reserve Readiness Command Region _____
To: Distribution

Subj: NAVAL RESERVE READINESS COMMAND _____ ORGANIZATION MANUAL

1. Purpose. To issue the Naval Reserve Readiness Command _____ Organizational Manual.
2. Action. This manual is effective upon receipt and is issued for compliance by all personnel attached to or serving with, the staff of Commander, Naval Reserve Readiness Command Region _____ and for the information of subordinate center/facilities and units.
3. Appendixes and Changes. Staff orders or instructions applicable to all members of the staff may be appended to this manual. Changes or amendments shall be made by numbered changes.

READINESS COMMANDER

Distribution:

JUN 18 1997

(6) Tracks and reports overall medical readiness of Selected Reservists in the region. Prepares medical readiness information and provides the medical readiness portion of the monthly readiness brief.

(7) Conducts PRIMUS audits as directed.

(8) Conducts Credentialing of health care providers assigned in the region.

(9) Coordinates medical contributory support opportunities between active duty commands and Reserve medical units.

(10) Reviews plans and provides guidance on establishment and manning of new medical units.

(11) Performs other duties as directed.

56. Mobilization Officer (N52)

a. Additional Tasks

(1) Represents the NAVRESREDCOM in its roles as Senior Reserve Advisor (SRA) for the Navy and Mobilization Processing Site (NMPS) at Bangor, Washington.

57. Comptroller (N8)

a. Additional Tasks

(1) Provides Operating Targets (OPTARS) to activity commanding officers and designated cost centers; monitor expenditures for proper execution.

(2) Manages Civilian Personnel (CIVPERS) budget allocations; coordinate civilian payroll and timekeeping functions.

(3) Maintains financial records per appropriate direction and policy.

(4) Conducts budget analyses for cost effective mission accomplishments.

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(5) Monitors and manages Inter/Intra-Service Support Agreements (ISSA).

(6) Conducts consolidated accounting functions/reporting.

(7) Conducts financial management training for staff and subordinate activity personnel.

(8) Immediately reports anticipated or actual over-expenditure or other financial violations.

(9) Prepares directives and instructions on financial management.

(10) Monitors and reviews regional American Express government charge card program.

58. Budget Analyst (N81)

a. Additional Tasks

(1) Issues O&MNR OPTAR funds.

(2) Maintains civilian end strength records and monitors civilian payroll execution.

(3) Reviews and evaluates the adequacy and effectiveness of budgetary procedures. Conducts financial reviews of subordinate activities, inspecting and assisting personnel, as required.

59. Budget Assistants (N82, N821, N822, N823, N824)

a. Additional Tasks

(1) Applies, for accounting purposes, provisions of substantive law relating to the availability of appropriated funds.

(2) Develops internal procedures for the issuance of commitment and obligation documents; monitor the preparation of those documents which will pass financial responsibilities. Maintain document files in support of obligations and expenditures.



DEPARTMENT OF THE NAVY
COMMANDER NAVAL SURFACE RESERVE FORCE
NEW ORLEANS, LOUISIANA 70146-5100

IN REPLY REFER TO
COMNAVSURFRESFORINST 5400.2B

N7
3 DEC 1996

COMNAVSURFRESFORINST 5400.2B

Subj: NAVAL RESERVE READINESS COMMAND (NAVRESREDCOM)
ORGANIZATION MANUAL

Encl: (1) Sample letter of Issuance

1. Purpose. To provide the organization and set forth the duties and responsibilities of personnel assigned to NAVRESREDCOMs.

2. Cancellation. COMNAVSURFRESFORINST 5400.2A

3. Discussion. This instruction provides the detailed organization and guidance to carry out the implementation of the NAVRESREDCOM Organization Manual. To ensure effective management and standardization of the structure of NAVRESREDCOMs, this organization shall be implemented in each of the NAVRESREDCOMs subordinate to Commander, Naval Surface Reserve Force.

4. Action. All NAVRESREDCOMs will implement the organization manual by 1 January 1997. Enclosure (1) provides a sample letter of issuance which may be used.

F. W. Harness
F. W. HARNESS

Distribution: (COMNAVRESFORINST 5218.2A)
List B1 (23C only)
B2 (FR9 only)

Copy to: (COMNAVRESFORINST 5218.2A)
List A (A3 (N05R, N09R), A5 only)
List B2 (26B3, FR10, FR11, FR23 only)

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(3) Performs obligation validation reviews, considering unliquidated obligations and unobligated balances, in order to fulfill the legal requirement for fiscal year-end certification and to eliminate erroneous obligations.

(4) Monitors the status of reimbursable orders to ensure the timely collection of accounts receivable and that such transactions are not procured in excess of amount of orders.

(5) Reconciles memorandum records with official accounting records including reimbursable and prior year transactions. Distributes completed reconciliation reports to appropriate cost centers. Monitors any corrections which need to be made by cost center personnel.

(6) Coordinates major claimant accounting reporting requirements with the Defense Finance and Accounting Service (DFAS). Reviews and analyzes new and proposed regulations, or policies and procedures issued by higher authority; and implements new policies/procedures or makes recommendations on proposals, as required.

(7) Develops and/or coordinates reporting systems within the command to capture accounting data necessary for management purposes.

(8) Analyzes fiscal reports and accounting returns of field activities to ensure conformity with current directives and to promote consistency in financial management programs.

(9) Performs timekeeping operations, maintenance of civilian pay, leave and time cards.

60. Director of Health Services (N9)

a. Additional Tasks

(1) Monitors, evaluates and coordinates medical resources within REDCOM 22 to ensure all Reserve activities are providing and/or receiving periodic physical examinations.

(2) Provides oversight and guidance to Reserve activities for the HIV and physical readiness programs.

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(3) Coordinates with the Marine Corps Liaison Officer to ensure adequate health care support for the Selected Marine Corps Reserve.

(4) Serves as the medical advisor for the REDCOM staff providing direct liaison to physicians in the region.

61. Health Services Supervisor (N91)

a. Additional Tasks

(1) Serves as the Director's representative at REDCOM department staff and budget meetings.

(2) Conducts assist visits/inspections of assigned Reserve activities.

(3) Provides administrative support to the Director of Health Services (N9).

(4) Supervises and acts as Division Officer for Health Services.

(5) Provides professional guidance and technical advice to the active duty Medical Department Representatives (MDRs) at all subordinate activities to include HIV testing and handling of positive members, Physical Readiness/Command Fitness Program, Panographs, Physical and Dental Examinations, Immunizations and Tobacco Prevention.

(6) Monitors fiscal and facility assets and requirements of assigned subordinate activities by active involvement with the medical operations budget.

(7) Coordinates medical support programs for contract physicians, HIV testing, and other services.

(8) Maintains liaison with COMNAVRESFOR and BUMED for matters involving ill/injured SELRES personnel.

(9) Monitors the medical administration of personnel in a Not Physically Qualified (NPQ) and Notice of Eligibility (NOE) status.



DEPARTMENT OF THE NAVY
NAVAL RESERVE READINESS COMMAND REGION TWENTY TWO
BUILDING 2102, NAVAL STATION
EVERETT, WASHINGTON 98207-2600

5400
Ser N01A/ 0913
18 Jun 97

From: Commander, Naval Reserve Readiness Command Region
Twenty-two

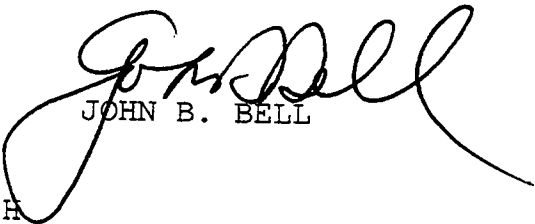
Subj: NAVAL RESERVE READINESS COMMAND REGION TWENTY-TWO
ORGANIZATION MANUAL

Encl: (1) COMNAVSURFRESFORINST 5400.2B

1. Purpose. To issue the Naval Reserve Readiness Command Region
Twenty-two Organizational Manual.

2. Action. This manual is effective upon receipt and is issued
for compliance by all personnel attached to or serving with, the
staff of Commander, Naval Reserve Readiness Command Region
Twenty-two and for information of subordinate centers/facilities
and units.

3. Appendixes and Changes. Since the basic instruction issued
as enclosure (1) contained only the primary staff billets at the
Readiness Command, Appendix B has been added to be used in
conjunction with the basic instruction. It provides job
descriptions, and in some instances additional tasks, for all the
billets on the Readiness Command staff. Changes or amendments
shall be made by numbered changes.


JOHN B. BELL

Distribution:
NAVRESREDCOMREG22INST 5216.1H
Lists A, B, C (FR10 and FR11 only)

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(10) Ensures a safe and healthy work environment is promoted at the Readiness Command and at subordinate commands.

(11) Provides administrative and technical support to the Director of Health Services and other staff personnel as required.

(12) Serves as the point of contact for day-to-day management of health services issues.

62. Assistant Health Services Administrators (N91A/B/C)

a. Basic Function. Under the direction of the Health Services Supervisor (N91), assist with the administration of health service programs within the REDCOM.

b. Tasks

(1) Provides professional guidance to Naval Reserve activities on the administration of health services.

(2) Provides administrative and technical support to the Director of Health Services (N9), and other staff SELRES medical personnel, as required.

(3) Prepares draft and smooth correspondence, messages and other documents for the Health Services Department.

(4) Answers telephonic inquiries and directs callers to the correct individual to address the issue.

(5) Maintains all files and records for the Health Services Department.

(6) Performs other duties as assigned.



COMMAND ORGANIZATION MANUAL